

IBERIA PARISH

ALL-HAZARD EMERGENCY

OPERATIONS PLAN

June 30, 2023



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PROMULGATION STATEMENT

The Iberia Parish Government's mission is to protect the lives and property of the citizens of Iberia Parish, provide pre-established plans to encourage rapid and efficient response to disasters and emergencies, and to ensure the most rapid economic recovery that is possible. To accomplish this mission, the Iberia Parish Government must ensure its operations are performed efficiently with minimal disruptions, especially during an emergency. This document provides planning and program guidance for implementing the Iberia Parish Government Continuity of Operations Plan and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions.

In accordance with the Homeland Security Presidential Directive (HSPD)-5, all Parish departments, agencies, organizations and its municipalities having responsibilities within this EOP will use the National Incident Management System (NIMS.) This system will allow proper coordination between local, State, and Federal Organizations. The Incident Command System (ICS,) as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the ICS.

Key Iberia Parish personnel, who are relocated under this plan, are collectively known as the Unified Command Group. Upon plan activation, these members will deploy to the Iberia Parish Emergency Operations Center (EOC.) Upon arrival, continuity personnel must establish an operational capability and perform essential functions within 12 hours from the time of the activation of the Continuity Plan, for up to a 30-day period or until normal operations can be resumed.

This plan has been developed in accordance with existing local, State and Federal statutes and ordinances and other related or applicable emergency authorities and directives; as well as agreements and understandings made with the various departments, agencies, organizations, and municipalities involved. The Iberia Parish President and the Iberia Parish Office of Homeland Security and Emergency Preparedness (OHSEP) have reviewed and approved this EOP. In addition, this EOP has been reviewed by the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP.)

M. Larry Richard
Iberia Parish President

Prescott Marshall
Director, Iberia Parish Office of Homeland Security and Emergency Preparedness/E911



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www.iberiaparishgovernment.com

M. Larry Richard
Parish President

PLAN APPROVALS

By signing this agreement, you indicate that you have received, reviewed and approve with any and all items assigned to your agency by this plan.

SUBMITTED BY:

Prescott Marshall, Director
Iberia Parish Office of Homeland Security and Emergency Preparedness
Iberia Parish Communications District

Date

APPROVED BY:

M. Larry Richard
Iberia Parish President

Date



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Parish President

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SUBMITTED BY:

Prescott Marshall, Director
Iberia Parish Office of Homeland Security and Emergency Preparedness
Iberia Parish Communications District

Date

APPROVED BY:

Freddie DeCourt, Mayor
City of New Iberia

Date



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Parish President

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SUBMITTED BY:

Prescott Marshall, Director
Iberia Parish Office of Homeland Security and Emergency Preparedness
Iberia Parish Communications District

Date

APPROVED BY:

Carol Bourgeois, Mayor
City of Jeanerette

Date



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M. Larry Richard
Parish President

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SUBMITTED BY:

Prescott Marshall, Director
Iberia Parish Office of Homeland Security and Emergency Preparedness
Iberia Parish Communications District

Date

APPROVED BY:

Brad Clifton, Mayor
Town of Loreauville

Date



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M. Larry Richard
Parish President

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SUBMITTED BY:

Prescott Marshall, Director
Iberia Parish Office of Homeland Security and Emergency Preparedness
Iberia Parish Communications District

Date

APPROVED BY:

Pamela Blakely, Mayor
Town of Delcambre

Date



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M. Larry Richard
Parish President

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SUBMITTED BY:

Prescott Marshall, Director
Iberia Parish Office of Homeland Security and Emergency Preparedness
Iberia Parish Communications District

Date

APPROVED BY:

Dionne Viator, Chief Executive Officer
Iberia Medical Center

Date



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M. Larry Richard
Parish President

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SUBMITTED BY:

Prescott Marshall, Director
Iberia Parish Office of Homeland Security and Emergency Preparedness
Iberia Parish Communications District

Date

APPROVED BY:

Jimmy Dupuy, Representative
Acadian Ambulance Service Inc.

Date



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M. Larry Richard
Parish President

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SUBMITTED BY:

Prescott Marshall, Director
Iberia Parish Office of Homeland Security and Emergency Preparedness
Iberia Parish Communications District

Date

APPROVED BY:

Dr. Carl Ditch
Iberia Parish Coroner

Date



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M. Larry Richard
Parish President

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SUBMITTED BY:

Prescott Marshall, Director
Iberia Parish Office of Homeland Security and Emergency Preparedness
Iberia Parish Communications District

Date

APPROVED BY:

Zack Mitchell, Chairperson
Iberia Parish Community Emergency Response Team

Date



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M. Larry Richard
Parish President

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SUBMITTED BY:

Prescott Marshall, Director
Iberia Parish Office of Homeland Security and Emergency Preparedness
Iberia Parish Communications District

Date

APPROVED BY:

Thomas Falgout, Chief Executive Officer
Greater Iberia Chamber of Commerce

Date

FORWARD

AUTHORITY

The authority for the Iberia Parish Emergency Operations Plan (EOP) is contained in the Louisiana Disaster Act of 1993 and the various ordinances enacted by the Iberia Parish Council and the Iberia Parish Charter signed in 1984, Public Law 93-288 and the Louisiana Revised Statute 29:721-739.

This EOP is effective upon the approval and signing by the Iberia Parish President and the elected officials of their respective cities, towns and villages within Iberia parish. This plan supersedes the previous versions of the Parish's Emergency Operations Plan.

IMPLEMENTATION OF THE EOP

This EOP shall be activated and executed upon the order of the Iberia Parish President, the Director of the Iberia Parish Office of Homeland Security and Emergency Preparedness (OHSEP) or an authorized representative. All participating entities are directed to cooperate with the implementation of the EOP as a guide for disaster response activities and the assignment of responsibilities for various departments, agencies and personnel to ensure the most effective and timely response to any emergency that may occur within the Parish.

RECORD OF CHANGES

To be most effective, this plan needs to be current. The emergency plan shall be reviewed at least once annually, and if needed, after each incident that requires the plan be used, or whenever any of the following changes occur:

- Upon the election of a new Parish President;
- Facility modifications with the Emergency Operations Center resulting in a change of any floor plans and/or operational procedures;
- Significant modifications of resources;
- Pertinent changes in legislation.

To assure that this plan is kept "up-to-date," OHSEP will maintain a record of changes and revisions to the EOP. The EOP will be reviewed annually by a board selected by the OHSEP Director. All selected changes to the EOP shall be documented on the attached Record of Changes form.

Each page of the plan is uniquely numbered and dated. Any superseded pages shall be removed from the plan and the newly revised pages shall be inserted in their place.

Upon completion of this Emergency Operations Plan and adoption by the officials listed, a copy will be placed on the Iberia Parish Government website. This will ensure that government officials and the public have access to the EOP and the most recent updates.

Any agency, whether public or private, or any resident of Iberia Parish may suggest changes to the EOP. Any suggested changes should be submitted to the Director of OHSEP, in writing. All significant changes are to be approved by the abovementioned board and authorized by the Director of OHSEP and/or the Parish President prior to insertion into the plan.

BASE PLAN

I. Purpose and Scope

- A. Through the use of mitigation, preparedness, response and recovery, Iberia Parish has developed an emergency management plan that attempts to reduce or eliminate suffering, loss of life and property damage from emergencies and disaster, whether natural or manmade while preparing for a rapid economic recovery and return to normalcy for the citizens of Iberia Parish.
- B. Iberia Parish has taken into account Federal, State and local statutes, regulations, ordinances, executive orders and other applicable emergency authorities or directives while compiling the information contained in this EOP.
- C. This Emergency Operations Plan (EOP) is written using the Emergency Support Function format.
- D. Iberia Parish has strived to create an EOP that is broad enough to cover any disaster, yet specific enough that all agencies in the Parish understands what their roles are to be.

II. Hazard Analysis

	HAZARD	PROBABILITY	PRIMARY RISK(S)	PRIORITY
1	Flood, Storm Surge or Localized Flooding	Highly Likely	Lives, property, crops, municipal infrastructure, utilities, medical services, livestock	High
2	Hurricanes, Tropical Weather	Likely	Lives, property, communications, infrastructure, crops, weakly constructed or anchored buildings, utilities	High
3	Severe Weather	Highly Likely	Lives, property, crops, reduced communications, municipal infrastructure, weakly constructed or anchored buildings, utilities	High
4	Tornado	Possible	Lives, property municipal infrastructure, utilities	High
5	Levee Failure	Possible	Lives, property crops, infrastructure, utilities, medical services	High
6	Transportation Incidents	Likely	Lives, property, infrastructure	High
7	Explosion	Possible	Lives, property, infrastructure	High
8	Release of Hazardous Materials/Radiological Incidents	Possible	Lives, property Infrastructure	High
9	Terrorist Attack	Possible	Lives, communications, property, medical services	Medium
10	Wildfire	Possible	Lives, property, crops, municipal infrastructure	Low
11	Drought	Possible	Crops and other agriculture	Low
12	Sinkholes	Possible	Lives, property, crops	Low

III. Geographic Characteristics

- A. Iberia Parish, located on the south-central coastline of Louisiana, is bordered by Lafayette, St. Martin, Vermilion, Iberville, and Assumption Parishes with the Gulf of Mexico to its south.
- B. Iberia Parish has a total area of 1031 square miles. Approximately 574 square miles is land and contains the incorporated areas of New Iberia, Jeanerette, Delcambre and Loreauville. The

remaining forty-four percent or approximately 456 square miles is water. In addition to the marshes and swamps, Iberia Parish has numerous navigable waterways.

- C. The southern area of the Parish is low-lying, subject to flooding and is considered marsh. The eastern portion of Iberia Parish is located within the Atchafalaya Basin. Both areas are considered uninhabitable with the exception of a few hunting camps accessible only by boat.
- D. Iberia Parish is susceptible to flooding that occurs from hurricanes and heavy rains. A strong wind from the south has been known to cause flooding in the low-lying southern portion of the Parish with no rain.
- E. Most of Iberia Parish is at or just above sea level. Portions of the extreme northern portion of the Parish lies at 24 feet above sea level. With discussion of relative sea level rise, Iberia Parish officials are concerned that flooding will become a bigger issue in the future.
- F. Jefferson Island is located in the southwestern portion of Iberia Parish and is 50-100 feet above sea level. For years, salt was mined at the dome located in that area. On November 20, 1980, a drilling accident on Lake Peigneur at Jefferson Island caused the mine to be flooded with waters from Lake Peigneur, the Delcambre Canal and the Gulf of Mexico. This accident changed the ecosystem of the Lake and closed down salt mine operations. Future implications, if any, are unknown.
- G. At its highest point, Avery Island is 163 feet above mean sea level. Cargill salt mine is located at Avery Island. Cargill ceased operations of the salt mine at Avery Island after a collapse in December of 2019 claimed the lives of two men. The mine officially closed in 2022. It was the first rock salt mine and was the oldest operating salt mine in the country when it closed.
- H. The highest point in Iberia Parish is at Weeks Island which rises 171 feet above sea level. In addition to continuous mining for salt for over 100 years, Weeks Island was a location for part of the nation's strategic petroleum reserve from approximately 1977 until 1999. A sinkhole measuring 36 feet across and 30 feet deep was first noticed at the mine containing the oil in 1992. A second smaller sinkhole was noticed in 1995 and a decision was made to remove the oil from the mine. The injection of saturated brine into this cavern allowed for the removal of 98% of the oil. The injection of brine continues in hopes of making the mine cavern more stable.
- I. The Parish has a population of 68,975. (July 1, 2021 U.S. Census estimate) It should be noted that the town of Delcambre lies in both Iberia and Vermilion Parishes. This town will be covered under both the Iberia Parish and the Vermilion Parish Emergency Operations Plan.

IV. Succession and Delegations of Authority

Iberia Parish has a Home-Rule Charter form of government with the governing of day-to-day operations to be the main responsibility of the Parish President. The Parish President serves as the Chief Executive Officer of the Parish and head of the Parish Government's executive branch and fourteen member elected council.

V. Assignment of Duties

- A. Parish President, Iberia Parish
 - 1. Acts as the Chief Executive Official.

2. During an emergency or disaster, the primary responsibility of the Parish President is to ensure the public safety and welfare of the people of the parish by providing strategic guidance and resources.
 3. Set policy for emergency response organization(s) and authorize specific functions to enact the policy.
 4. Issue "Declaration of Emergency" for all or part of the Parish when applicable.
 5. Meet with the Iberia Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Director on the need to issue evacuation orders.
 6. Issue evacuation orders. Orders should take into consideration those that do not comply with evacuation instructions and the consequences of not heeding evacuation orders.
 7. Request assistance from adjacent communities and from the State of Louisiana.
 8. Request a "State of Emergency" declaration from the Governor when it becomes apparent that Parish resources will or have become overwhelmed.
- B. Chief Administrative Officer (CAO), Iberia Parish
In the absence of Parish President or if the Parish President becomes unable to perform his duties, the Chief Administrative Officer will then perform any and all duties listed above.
- C. Director, Iberia Parish OHSEP
1. Advises the Parish President and other local officials on Emergency Management and Homeland Security matters and related laws, rules and regulations.
 2. Plan, develop, organize, direct and coordinate the Parish's Emergency Operations Plan.
 3. Develop mutual aid and assistance agreements.
 4. Coordinates volunteer support efforts to include the activities of volunteers from outside of the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the Parish.
 5. Coordinate essential employees assigned to work any disaster or emergency.
 6. Coordinates and conducts emergency planning, training and exercises. Involve State and local governmental agencies as well as the private sector and non-governmental organizations (NGO.)
 7. Coordinate with the Louisiana Office of Public Health (LDH, formerly the Louisiana Department of Health and Hospitals) and assist with obtaining necessary resources to evacuate those that cannot self-evacuate. This includes "Special Needs" persons.
 8. Works with the Public Information Officer, designated by the Parish President or Chief Administrative Officer, to ensure that all information being released about the disaster or emergency is correct and current.
 9. Track and monitor potential hazards and threats to Iberia Parish.
 10. Develop and execute public awareness and education programs.
 11. Activate the Emergency Operations Center (EOC) and appropriate ESF coordinators and personnel, when appropriate, for pending or active emergencies and/or disasters.
 12. Oversee all EOC activities.
 13. As needed, conduct briefing prior to the incident with the Parish President and other local officials to determine the need to activate the EOC and other possible emergency steps.

14. Coordinate with the Communications Unit Chief to ensure that all forms of communications remain operational and conform to NIMS standards.
 15. Establish and maintain direct communications with the Incident Commander, local officials and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP.)
 16. Oversees recovery operations.
 17. Deactivates EOC and ESF personnel.
 18. Collect incident assessments, damage assessments, log of actions, after action reports and any other essential documentation from ESF's and response organizations.
 - a. Develop a final After-Action Report (AAR) and conduct meeting(s) with all participating organizations to discuss strengths and weaknesses.
 - b. Determine, after meeting with all participating organizations, if there are changes that need to be made to the Emergency Operations Plan.
 - c. Develop and maintain a file that includes all reports, logs, assessments and any other pertinent documentation relating to this incident.
 - (1) Keep all documentation for a period of at least seven (7) years or until all possibility of both criminal and/or civil litigation is finished.
 - (2) For incidents in which FEMA plays a role, documentation should be kept for three years after FEMA closes the incident.
 - (3) Documentation of incidents that may assist with future incidents may be kept longer, at the discretion of the OHSEP Director.
- D. Iberia Parish Sheriff or Jurisdictional Police Chief
1. Develop and activate, when necessary, mutual aid agreements for Public Safety and Security and Search and Rescue.
 2. Maintain updated lists of current law enforcement and Search and Rescue resources.
 3. Coordinates law enforcement resources and operations, to include traffic control, outside of any municipality or at the request of a municipal police chief.
 4. Provides liaison and coordination with other Municipal, Parish, State and Federal law enforcement groups.
 5. Coordinate traffic control, crowd control and restricted area control including patrolling of evacuated areas.
 6. Coordinate for security for critical infrastructure and critical facilities, including the EOC and Mass Care Shelters.
 7. Coordinate security for transportation, warehousing and distribution of medication and medical supplies.
 8. Coordinate the implementation of evacuation orders.
 9. The Sheriff is to direct and carry out evacuation and relocation of prisoners to other jail facilities.
 10. Coordinate search and rescue (SAR) operations.
 11. Regularly brief the Parish President and the OHSEP Director on all operations and status of public safety and security and search and rescue.
 12. Coordinate the orderly re-entry of evacuated individuals.

13. Collect all incident reports, log of actions and after-action reports from law enforcement and search and rescue organizations and forward them to the OHSEP Director.

E. Law Enforcement Agencies

1. Provide traffic control, crowd control and scene integrity as directed by the Chief Law Enforcement Officer or his designee.
2. Provide security to the EOC, mass care shelters, critical facilities (upon request) and any other facilities as deemed fit by the Incident Commander, Parish President, OHSEP Director or Sheriff/Police Chief.
3. If necessary, escort necessary resources to the incident scene.
4. Assist in evacuating the citizens within the affected area.
5. Maintain a perimeter around the incident scene and ensuring only authorized personnel enter that area.

F. Fire Service

1. Iberia Parish Fire Protection District #1

- a. The Iberia Parish Fire Protection District #1 (IPFPD) is a group of fire departments responsible for all firefighting and hazardous materials operations in areas of the Parish that are not in an incorporated area.
- b. The IPFPD utilizes two stations manned with full time, paid employees and five volunteer fire departments.
 - (1) Amongst the full time, paid employees, the IPFPD employs a fire chief and an assistant fire chief.
 - (2) Each volunteer fire department has a battalion chief. This battalion chief works under the supervision of the Iberia Parish Fire Protection's fire chief and assistant fire chief.
 - (3) The fire departments that work under the supervision of the IPFPD Fire Chief and IPFPS Assistant Chief are:
 - Iberia Parish Fire Protection District #1, Main Fire Station (Paid full time employees on duty 24 hours a day.)
 - Iberia Parish Fire Protection District #1, Fire Training Center and Fire Station (Paid full time employees on duty 24 hours a day.)
 - Belair Olivier Morbihan Volunteer Fire Department
 - Coteau Volunteer Fire Department
 - Grand Marais Volunteer Fire Department
 - Lydia Volunteer Fire Department
 - Rynella Volunteer Fire Department

G. Acadiana Regional Airport

Acadiana Regional Airport has a manned fire station located directly off of the runway. This department is not open 24 hours a day. It is manned only 8:30 until 4:30, Monday through Friday and upon request for scheduled flights. It was developed to handle flight emergencies with aircraft on airport property.

H. Municipal Fire Chiefs

- a. Each of the four municipalities located in Iberia Parish have a municipal fire department.

- b. Each municipal fire department in the Parish is commanded by a fire chief. These fire chiefs answer directly to the mayor of that municipality.
 - c. The Loreauville, Jeanerette and Delcambre Fire Departments work closely with the Iberia Parish Fire Protection District #1.
- I. The duties of all fire departments, Parish-wide, are:
 - a. Handle fire related calls within their jurisdiction.
 - b. Present fire prevention information to the public.
 - c. Coordinate firefighting and hazardous materials (HazMat) resources and operations until the arrival of Louisiana State Police Hazardous Materials personnel.
 - d. Enter into, and when necessary, activate mutual aid agreements.
 - e. Coordinate mass decontamination of Parish residents, equipment and facilities as a result of chemical, biological or radiological contamination incidents. Every effort to decontaminate at the scene should be made to avoid the contamination of ambulances, hospital, hospital personnel and hospital and ambulance equipment.
 - f. Provide personnel and transportation assets to support evacuation efforts.
 - g. The fire chief or commanding officer at the scene of an incident should collect all incident reports, logs of actions and after-action reports from firefighting and HazMat organizations and forward them to the OHSEP Director.
- J. Iberia Parish School Board
 - 1. Advises OHSEP Director on all transportation issues and operations.
 - 2. Plan, provide and maintain sufficient transportation resources.
 - 3. Prioritize allocation of the transportation resources.
 - 4. Activate appropriate mutual aid agreements, as appropriate.
 - 5. Coordinate transportation resources with law enforcement for no notice event evacuations.
 - 6. Coordinate with the Louisiana Department of Transportation and Development to ensure the safety of the routes, bridges, etc. that will be used for transportation.
 - 7. It is the intention of Iberia Parish Government to order coach style buses for the transportation of evacuees outside of Iberia Parish. If there are insufficient coach buses, if the buses do not arrive in time to remove citizens safely or for a no notice event, Iberia Parish Government will most likely rely on the Iberia Parish School Board transportation resources to remove the citizens of the Parish to a safer location.
 - 8. Collect all incident reports, log of actions and after-action reports from organizations responsible for emergency transportation operations and forward them to the OHSEP Director.
 - 9. It is the responsibility of the Iberia Parish School Board to ensure that each school has an emergency plan unique to each school and that key personnel are familiar with this plan.
- K. Parish and Municipal Public Works Directors
 - 1. Sends a representative to the EOC when requested.
 - 2. Manage public works resources and direct public works and engineering operations within their jurisdiction.
 - 3. Coordinate with the private sector utilities and contractors for use of private sector resources in public works related operations.

4. Coordinate the restoration of critical utilities.
 5. Activates appropriate mutual aid agreements, as necessary.
 6. Prioritize utilities restoration and debris management.
 7. Provide for emergency stabilization of damaged critical facilities.
 8. Provide debris clearance in support of emergency response activities to ensure access to impacted areas and evacuation routes.
 9. Collect all incident reports, damage assessments, logs of action, and after-action reports from organizations responsible for emergency public works and engineering operations and forward them to the OHSEP Director.
- L. Public Information Officer (PIO)
1. Acts as the primary spokesperson for the Parish to the media.
 2. Manages all aspects of emergency public information for Parish residents.
 3. Establish a Joint Information Center (JIC,) as necessary.
 4. Disseminate emergency instructions and information to the public and to Parish and municipal officials.
 5. Disseminate instructions and information to evacuees ensuring that all information and instructions are clear, correct and up-to-date.
 6. Announce availability, location and opening time of all mass care facilities to the public.
 7. Provide information on protective action including the care of animals. This information may be obtained from animal control and Louisiana State Animal Response Team (LSART) officials. Provide OHSEP Director with all incident reports, logs of action and after-action reports for Public Information Operations.
- M. Iberia Parish Animal Control Manager
1. The Animal Control Manager, along with the Parish and municipal animal control officers and volunteers, will report to the Parish Pickup Point during a mandatory evacuation to take charge of pets belonging to evacuees and load the pets for transportation according to Federal guidelines.
 - a. The Manager should ensure that the animals are treated fairly and inspect each pet and service animal for signs of illness or injury prior to loading.
 - b. If an animal shows signs of illness that could endanger other animals being transported, the Animal Control Manager has the right to refuse loading of the animal. A report should be written for each pet or service animal denied transportation and the EOC should be notified.
 2. Will coordinate the rescue and care of any pets, post-incident, with the assistance of other animal control officers and volunteers. This will include ensuring that pets and service animals being sheltered are being cared for properly by their owners.
 3. Will track resources and report the need for additional resources to the OHSEP Director.
 4. Will immediately notify the EOC if any employee, volunteer, citizen or any other animal is bitten or injured by an animal. This includes, but is not limited to, animals that are being transported during a mandatory evacuation, any pet or service animal being sheltered in mass care facilities or pet shelters, being rescued during or after a disaster or another related activity. The EOC must be notified of the disposition of the animal.

- a. The animal must be dealt with in accordance to State and local laws.
 - (1) The animal must immediately be brought to the animal shelter or to a veterinary facility (with the owner being responsible for all costs.)
 - (2) If it is not possible to transport the animal away from the location, the animal should be segregated from the other animals.
- b. Will ensure that contact with pets and animals in the Parish's care is to be limited to the owner of the pet, animal control workers and volunteers that have been authorized by the Animal Control Manager.
- 5. Provide the OHSEP Director with all incident reports, logs of action, and after-action reports for pet transportation, sheltering and rescue operations.
- N. American Red Cross
 - 1. Send representative to the EOC when activated.
 - 2. Advise the OHSEP Director on all mass care facilities operations or any incidents that may occur at these facilities.
 - 3. Recommend the number and locations of mass care facilities to the EOC.
 - 4. Establish agreements with potential mass care facilities.
 - 5. Manage, with the help of volunteers, mass care facilities.
 - 6. Provide resources to:
 - a. Feed occupants of mass care facilities, all workers at the mass care facility, emergency medical personnel and patients, as requested.
 - b. Track status of victims.
 - c. Supply blood, as requested.
 - d. Reinforce medical support.
 - e. Aid disabled, elderly and lost children.
 - f. Advise PIO on information and resources available through the Red Cross.
 - g. Provides the OHSEP Director with all reports, action logs, shelter registrations and inventory lists.
 - h. Ensure that each mass care facility is assigned a case worker to assist them with all matters.
- O. Volunteers and Volunteer Organizations
 - 1. Iberia Parish Community Emergency Response Team (CERT) – The Iberia Parish CERT works under the direct supervision of the Chairman of the CERT Board or his designee. In an emergency, the Chairman will work with the EOC Staff and under the supervision of the OHSEP Director to find where the greatest needs lie.
 - a. The CERT Chairman will designate a Shelter Manager for all incidents that require a mass care facility be opened. The Shelter Manager will have received Red Cross Shelter Training and will open an emergency shelter using Red Cross standards. Using Red Cross standards and Red Cross forms will allow CERT to step back into the role of assisting Red Cross personnel when they arrive on scene.
 - b. The CERT Chairman or Shelter Manager will assign personnel to assist the Animal Control Manager and officers to set up, clean up and any other duties necessary with the

sheltering of animals. Volunteers are not to have direct contact with the pets without the direction and/or supervision of the Animal Control Manager or her designee.

2. Volunteer Coordinator – The Iberia Parish President will assign an office and director to act as the Volunteer Coordinator post-disaster. This director and his/her staff and designated volunteers will coordinate the assignment of volunteer labor according to each volunteer's training, experience and special talents.
3. Donated Resources Coordinator – The Iberia Parish Registrar of Voters will act as the Iberia Parish Government Donated Resources Coordinator post-disaster. The Registrar of Voters, her staff and designated volunteers will:
 - a. Work with the Iberia Parish Government Planning and Zoning Director to locate a warehouse to accept and sort equipment and donated goods and materials.
 - b. Work with volunteers on procedures to distribute donated goods according to need.
 - c. Instruct volunteers on the documentation of donated goods and equipment and the documentation of volunteer hours for possible reimbursement from FEMA or the responsible party of a manmade disaster.
 - d. Coordinate with a 501 (c) 3 non-profit organization to accept monetary donations intended for disaster assistance on behalf of Iberia Parish Government. This money will be used to purchase needed goods and services for affected citizens of Iberia Parish. All persons wishing to make monetary donations will be directed to the designated account.

VI. Continuity of Government (COG)

Disasters can interrupt, paralyze and/or destroy the ability of State and local governments to carry out their assigned functions. It is imperative that each level of government build the capability to preserve, maintain and/or reconstitute its ability to function under the threat or occurrence of any emergency or disaster that could disrupt government.

- A. To have an effective, comprehensive emergency management system, operations depend upon the continuity of government and the continuity of operations (COOP) from the highest to the lowest levels. These include:
 1. Lines of succession for officials.
 2. Preservation of records that are essential to the effective functioning of government and for the protection of the rights and interests of the Parish and its citizens under emergency conditions.
 3. Each department head or their designee shall ensure essential records and documents required for day-to-day operations are properly stored, classified, indexed, filed and segregated from non-essential documents.
 4. The records and documents that require safeguarding fall into three general categories:
 - a. Records that protect the rights and interests of individuals. For example, vital statistics, land and tax records, license registers, articles of incorporation, etc.
 - b. Records required for effective emergency operations. For example, plans procedures, resource inventories, lists of succession, maps memoranda of understanding, agreements, lists of regular and auxiliary personnel, etc.

- c. Records required to reestablish normal governmental functions and protect the rights and interests of government.
- B. EOC and Alternate EOC Location
 - 1. The Iberia Parish Office of Homeland Security and Emergency Preparedness is currently located at 1111 Ember Drive, New Iberia. The Iberia Parish EOC and the Iberia Parish Communications Center are co-located at this location. When this move does occur, the alternate EOC will be located at the Iberia Parish Fire Protection District #1 Training Center, 2417 Darnall Rd, New Iberia, LA.
 - 2. In the event of a widespread incident, the Iberia Parish Fire Protection District #1 has offered any of the six fire stations throughout the Parish for use as alternate locations for the EOC. They are:
 - a. Iberia Parish Fire Protection District #1, 2309 Avery Island Road, New Iberia
 - b. Belair-Olivier-Morbihan Volunteer Fire Department, 3017 Old Jeanerette Road, New Iberia
 - c. Coteau Volunteer Fire Station, 4715 Highway 88, New Iberia
 - d. Grand Marais Volunteer Fire Station, 2816 College Road, New Iberia
 - e. Lydia Volunteer Fire Station, 7209 Weeks Island Road, New Iberia
 - f. Rynella Volunteer Fire Station, 5101 Avery Island Road, New Iberia

VII. Purchasing

Iberia Parish Government has no special provisions for purchasing during an emergency. Items that need to be purchased during an emergency must be purchased off of State Contract or must be purchased using State and Parish procurement guidelines.

VIII. Preservation of Historic Sites

In the event of an emergency or disaster, Iberia Parish Government will enlist the assistance of the Iberia Parish Convention & Visitor's Bureau. They will be asked to monitor any historically significant structures located within the danger zone and will be asked to submit suggestions on saving these historical sites.

IX. Special Needs Populations

Iberia Parish is continually trying to identify the at-risk populations with the Parish. Through the use of volunteers, faith-based organizations, and members of the Parish Council and municipal councils, Iberia Parish will attempt to meet the needs of those citizens that need assistance.

- A. Faith based organizations and governmental council members will be assigned to stay in contact with those facilities that have elderly or disabled subjects, i.e. elderly apartments. Faith based organizations will also be tasked with staying in contact with those in need that attend their churches.
- B. Non-English-speaking residents – The Iberia Parish Office of Homeland Security and Emergency Preparedness, through an existing 911 contract, uses Language Line to translate conversations with those that do not speak English. The volunteer or council member will call the Language Line and indicate what language needs to be translated. The caller is hooked up to a translator can the translator can determine the resident's need.

- C. Homeless population – OHSEP works with the local homeless coalition to identify those that are homeless and ensure that they have shelter from any disaster or emergency. To ensure the swift closure of disaster shelters, Iberia OHSEP has provisions in place to identify homeless residents and work to find shelter and other needed services and provisions for these individuals.

X. Training Requirements

- A. OHSEP routinely invites agencies throughout the Parish to participate in both full exercise or tabletop exercises. These exercises help all of these agencies assess their training needs.
- B. Each agency and organization is responsible to ensure that any member that may be involved in working a disaster or emergency takes the required National Incident Management System (NIMS) classes.
- C. Iberia Parish Government will train its employees to work in essential positions throughout Emergency Management per FEMA and GOHSEP guidelines.

XI. Record Keeping

Each agency, organization or volunteer organization working a disaster or emergency is required to keep records of their duties, the services that were rendered and any issues, injuries or deaths that may occur while performing their assigned duties. All logs, recordings and any other records that are produced in regards to the ongoing incident is to be turned into the OHSEP Director. These records will be stored in the OHSEP offices until the possibility of all legal action, whether civil or criminal is done. Incident record for incidents in which FEMA plays a role should be kept for three years after FEMA closes the incident. This time frame includes any appeals or petitions that might be filed in regards to the incident.

XII. Mutual Aid Agreements

- A. Point-to-Point Agreement – Iberia Parish Government has entered into an agreement with the City of West Monroe to shelter at least 900 of Iberia Parish’s residents and their service animals and pets in the event of a mandatory evacuation in any portion of Iberia Parish.
- B. Transportation – Iberia Parish Government has entered into an agreement with the Iberia Parish School Board (IPSB) for buses and drivers to transport those without transportation to the designated shelter in the City of West Monroe.
 - 1. It is the intention of Iberia Parish Government to request coach style buses for the transportation of residents outside of the Acadiana area. Should the coach buses not be available, be delayed or an insufficient number of coach buses be delivered for the number of persons requesting evacuation, school buses will be utilized to remove residents out of the area while it is still safe to do so.
 - 2. Transportation is provided only to the designated shelter. Residents will not be transported to any other location.
 - 3. If the IPSB cannot provide a sufficient number of drivers for the buses needed, OHSEP will request drivers from the Louisiana Army National Guard (LANG) to drive the buses without drivers. This request must be made through WebEOC.
- C. SMILE – Iberia Parish Government has entered into an agreement with SMILE (Community Action Group for St. Martin, Iberia and Lafayette Parishes) for use of their handicapped accessible buses

to transport those handicapped persons without transportation to the designated shelter during a mandatory evacuation.

- D. OHSEP continues to develop relationships with other local, State and Federal agencies with plans to develop useful mutual aid agreements that can be used during an emergency or disaster.

XIII. Direction and Control

The Parish President, under the authority provided by the Louisiana Homeland Security and Emergency Assistance and Disaster Act and various ordinances enacted by the Iberia Parish Council, has the responsibility for responding to emergencies at a Parish level. This authority shall include, but not be limited to, the declaration of an emergency condition within the political jurisdiction. The OHSEP Director acts as the Chief Advisor to the Parish President during any declared emergency affecting the people and property in Iberia Parish. All levels of local and Parish government are placed under the direct control of the Iberia Parish President and the OHSEP Director.

XIV. NIMS

NIMS and ICS COMPLIANCE

- The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS.
- Iberia Parish has adopted the NIMS guidance to manage emergency incidents and disasters.
- It shall be the policy of all departments/agencies in Iberia Parish that are involved in emergency response efforts to utilize the Incident Command System, in compliance with the National Management System during real world emergencies as well as training exercises.

ESF-1, TRANSPORTATION ANNEX

ESF-1-1, Transportation

I. Purpose and Scope

This ESF provides specific information about how Iberia Parish will carry out evacuation operations for the Parish's population without transportation. Population, for the purpose of this EOP, includes the Parish's citizens, their service animals and their household pets.

- A. The parish will provide transportation ONLY for declared mandatory evacuations.
- B. The designated staging area for Iberia Parish is the SugArena located at 713 Northwest Bypass (Louisiana Highway 3212) at coordinates N30.02588, W091.85887.
- C. Iberia Parish has no plans to shelter pre-storm or during a hurricane. As a coastal Parish, Iberia Parish is vulnerable to direct wind damage and both localized flooding and flooding caused by surge.

II. General Information

A. Levels of Evacuation

1. Shelter-In-Place

Sheltering-in-place means staying inside whatever building you are in at the time of an emergency or, if you are outside, going to an undamaged building nearby and staying there for a period of time that may last hours to several days.

- b. Officials are likely to instruct people to shelter-in-place if an explosion or chemical incident releases toxic dust, fumes, radiation or harmful chemicals.
- c. Officials may instruct you to close all windows and doors and turn off any air conditioning or heating unit you are utilizing.

2. Recommended Evacuation

In the event of a moderate risk to Iberia Parish residents, the Parish President may declare a recommended evacuation. Iberia Parish Government will announce this declaration, describe the affected areas of the Parish and include the location of any shelter locations, if applicable, assigned to Iberia Parish residents. The Parish is not obligated to provide transportation to shelters.

3. Mandatory Evacuation

In the event of an existing or impending disaster that may cause loss of life and property, the Parish President may declare a mandatory evacuation. Iberia Parish Government will announce this evacuation order, describe the affected areas of the Parish and include the location of any shelters assigned to Iberia Parish residents.

- a. If resources are available and it can be safely accomplished, transportation assistance will be provided by Iberia Parish Government for residents that do not have transportation to the assigned shelter(s.)
- b. Transportation will be provided from established Parish Collection Points, located throughout the Parish, to the Parish Pickup Point and to designated shelters.
- c. There are no buildings located in Iberia Parish that have been rated for hurricane force winds. Iberia Parish Government has no plans to open a local shelter prior to any approaching tropical weather system or during any hurricane. All citizens needing transportation will be transported to a pre-determined shelter location, away from the coastline.

III. Resources

A. Point-to-Point Sheltering Agreement

Iberia Parish has signed a point-to-point agreement with the City of West Monroe to house 900 residents. This agreement includes the sheltering of pets and service animals.

2. If additional space is needed, the City of West Monroe has agreed to allow Iberia Parish to use the space reserved for another point-to-point contracted Parish, if not already in use.
3. If no additional space is available, Iberia Parish will contact GOHSEP for additional space.

A. Iberia Parish School Board

Iberia Parish Government and Iberia Parish School Board has signed a memorandum of understanding to utilize school buses and drivers for the purpose of transporting evacuees.

1. OHSEP will utilize school buses to transport citizens from the Parish Collection Points to the Parish Pickup Point.
2. Only handicapped individuals will be picked up from their residences. All other citizens will be picked up from Parish Collection Points.
3. It is the intention of Iberia Parish Government to requisition coach buses from GOHSEP for the transportation of its citizens to the City of West Monroe. If there are not sufficient buses or if the coach buses cannot reach the Parish to remove the citizens in a timely manner, school buses will be utilized.
4. Iberia Parish Government will not provide transportation from a residence to a Parish Collection Point or the Parish Pickup Point except for those persons that are disabled and require special equipment to be loaded or be unloaded from a bus.

B. SMILE

The Community Action Group for St. Martin, Iberia and Lafayette (SMILE) has agreed to assist OHSEP with the transportation of handicapped citizens on their handicapped accessible buses.

1. OHSEP utilizes SMILE buses to transport handicapped citizens from the Parish Collection Points and residences to the Parish Pickup Point.
2. Only handicapped individuals will be picked up from their residences. All other citizens will be picked up from Parish Collection Points.
3. It is the intention of Iberia Parish Government to requisition para-transit vans for the transportation of handicapped individuals to the City of West Monroe. If there are not sufficient para-transit vans available or if they cannot reach the Parish to remove the citizens in a timely manner, SMILE buses will be utilized.

C. While OHSEP does not plan to open a pre-storm shelter for residents, Iberia Parish has identified a number of buildings that may be used as a shelter of last resort for motorists that may have become stranded in Iberia Parish during evacuation due to a tropical cyclone.

D. The Iberia Parish Community Emergency Response Team (CERT) has received training that enables them to operate the Parish Pickup Point and any shelters that would open in Iberia Parish post storm. The shelters are opened and operated according to the American Red Cross standards so that residents are not aware or are minimally aware of this transition to the American Red Cross Workers.

IV. At-Risk Populations

A. Homeless Citizens

Iberia Parish is working with the Iberia Homeless Coalition, the local homeless shelter and local faith-based organizations to identify and ensure that the homeless population either evacuates during an emergency or has a safe location to stay during a disaster.

B. Inmates

The Iberia Parish Sheriff's Office works closely with the Louisiana Department of Corrections to evacuate the Iberia Parish jail during an emergency that could affect that area.

C. Sex Offenders

1. The Iberia Parish Sheriff's Office, Sex Offender Unit, works closely with the estimated 200 not-incarcerated sex offenders in our Parish. It is the responsibility of the sex offender to check in with the Sex Offender Unit in the event of an emergency to notify them of their change of location and to notify the shelter manager. This must be done in accordance with State laws.
2. It is the responsibility of Iberia Parish Government to offer a safe place during disasters or emergencies to all citizens. While sex offenders cannot be turned away from a general population shelter, they will be segregated from other shelter residents.
3. If a sex offender presents themselves to a general population, the Shelter Manager should immediately alert law enforcement personnel working security and immediately notify the EOC.
4. Law enforcement is to segregate any and all sex offenders from the shelter population until arrangements can be made to have the offender removed from the shelter. This offender is to be escorted by law enforcement for the duration of his stay at the shelter. No sex offender should be allowed to be unsupervised at any time.
5. The EOC staff will enter a request into WebEOC to have the offender removed from the shelter and immediately call the State EOC to alert them of the request. The State will have the offender removed from the shelter and sent to another location with other sex offenders. If the State is unable to respond, EOC staff will notify the Iberia Parish Sheriff's Office Sex Offender Unit and request that the offender(s) be removed from the shelter(s.)
6. The shelter manager will assign a shelter worker with the task of checking each shelter resident against the Parish Sex Offender Database to ensure that there are no sex offenders in the shelter that did not self-identify.

D. Residents in Trailers, Mobile Homes and Other Non-Permanent Structures

Iberia Parish Government does not retain the actual number of residents that live in each of these types of structures. There are approximately 7,250 of these types of structures in Iberia Parish but it is unknown if these structures are utilized as residences or businesses. Residents that live in mobile homes or manufactured housing are encouraged to evacuate for any tropical storm event.

E. Tourists

The number of tourists in Iberia Parish varies with the number and size of local events going on at any time of the year. In the event of an imminent danger, such as a hurricane, tourists are advised to evacuate. Tourists are provided with shelter information in the event of an ongoing event.

F. Medical Special Needs Patients

While special needs patients are the responsibility of the Louisiana Office of Public Health (LDH,) Iberia Parish agencies assists in whatever capacity is needed. The OHSEP Personnel and LDH EOC Liaison work together to make these patients as comfortable as possible until arrangements can be made.

V. Situations and Assumptions

- A. In the past, Iberia Parish residents have basically been self-sufficient. The numbers needing to be evacuated have been low and have remained low throughout past years. Iberia Parish has prepared to transport and shelter approximately 900 residents and, in most instances, that number should be sufficient. In the event of an approaching Category 4 or Category 5 storm, these numbers may be greater and Iberia Parish will need the assistance of neighboring communities and GOHSEP.
- B. Louisiana Department of Health (LDH) and OHSEP work to identify medical special needs patients throughout the year. With new requirements, the task to identify those using home-health agencies and hospice are mostly identified with the At-Risk Registry. OHSEP continues to identify

those medical special needs patients being cared for by family and not identified through the At-Risk Registry.

- C. In the event of a catastrophic event, such as a major train derailment in one of the municipalities of the Parish, Iberia Parish may need immediate assistance to remove residents from within the danger zone.
 1. Transportation will be needed immediately and, depending upon when the incident occurs, school buses could be tied up removing students from harm's way.
 2. Depending on the nature and magnitude of the incident, Iberia Parish will need shelters located outside of the "hot zone" to transport residents.
 3. Residents are encouraged to check on their neighbors that have no transportation in the event of a no-notice event.
 4. In the event of a catastrophic event, it may become necessary to evacuate the hospital and a number of nursing homes.

VI. Parish Collection Points

Iberia Parish Government has set up several points, throughout the Parish, to pick up residents that have no transportation to the Parish Pickup Point for a mandatory evacuation. Persons being picked up at the Parish Collection Points will be transported to the Parish Pickup Point for transport to the designated shelter in West Monroe. The designated Parish Pickup Point is the SugArena, 713 Northwest Bypass, New Iberia. The Parish Collection Points are as follows:

- G. Fremin's Food & Furniture
 Point of Contact: Ross Fremin
 603-F West Admiral Doyle Drive
 New Iberia, LA 70560
 Located at the intersection of West Admiral Doyle Drive & Hopkins Street)
- H. St. Nicholas Catholic Church
 7809 Weeks Island Road
 New Iberia, LA 70560
 (337) 364-5228 or (337) 369-7510
 (Located in Lydia)
- I. Delcambre Shrimp Festival Building
 411 East Main Street
 Delcambre, LA
- J. Sacred Heart of Jesus Catholic Church
 (337) 364-4439
 2514 Old Jeanerette Road
 New Iberia, LA 70563
- K. Francis Romero Recreation Center
 (337) 365-6197
 6310 Coteau Road
 New Iberia, LA 70560
- L. Cabot Industries (Old Jeanerette Mills Building)
 Point of Contract: Jay Cunningham, (337) 940-3153
 Hubertville Road and Martin Luther King Drive
 Jeanerette, LA 70544
- M. St. Joseph Catholic Church
 (337) 229-4254
 117 South Main Street

Loreauville, LA
N. St. Marcellus Catholic Church
(337) 364-0818
6100 Avery Island Road
New Iberia, LA

ESF-1-2, Transportation, General Evacuation Procedures

I. Purpose

In the event of an impending or ongoing catastrophic event with an ordered mandatory event, it is the intention of Iberia Parish Government to remove from danger as much of the population as possible. For the purpose of this evacuation plan, the “population” represents the human citizens of the Parish, their service animals and their household pets. Many of the citizens of the Parish may not have transportation, have unreliable transportation or not have the funds to evacuate. Iberia Parish Government has developed a plan to remove these citizens to a safer location.

II. Increased Alert

In the event of an impending disaster that could expose Iberia Parish citizens to danger, Parish officials will place the following personnel on standby:

- Emergency Operations Center personnel
- Parish Pickup Point coordinator
- Law enforcement
- Fire control
- CERT coordinator
- SugArena Manager
- Iberia Parish School Board
- Animal Control personnel
- Any other staff deemed essential

A. Parish officials verify that resources and assets needed to operate the Parish Collection Points and the Parish Pickup Point are available. The CERT volunteers and Iberia Parish Fire Protection District firefighters are tasked with manning the Parish Pickup Point if the possibility of a mandatory evacuation exists.

III. Alerts and Notifications

Federal guidelines mandate that communities in the United States have a public alert and warning system. Iberia Parish will use the following methods to notify its citizens and visitors of an impending or ongoing emergency.

1. Iberia PINS is an emergency alert system utilized by Iberia Parish Government. It is powered by RAVE Mobile Safety and Smart911. Citizens are encouraged to sign up for emergency notifications by going to <https://www.smart911.com/smart911/ref/login.action?pa=IberiaParish> or through the Iberia Parish Government website.
2. IPAWS – The Integrated Public Alert and Warning System, made available to the Parish through the State of Louisiana, is the only way emergency managers can send geographically targeted Wireless Emergency Alerts (WEA) to cellular phones in a danger zone. Citizens located with the danger zone will receive messages from local authorities similar to the severe weather messages they now receive from the National Weather Service.
3. Local Media – Iberia Parish Government provides periodic updates to the local media to keep the public updated on any man-made or natural disaster.
4. 232-HELP/211 – 232-HELP is a free service available to all residents in the Acadiana area. The Emergency Operations Center provides updated information to 232-HELP/211 such as road closures, evacuation information, shelter information, etc. This information is available to any citizen by simply dialing 211 from a cellular phone or dialing 232-HELP from a landline.

IV. General Evacuation Process for Mandatory Evacuation

A. Parish President declares a “State of Emergency” and orders a mandatory evacuation.

- B. Parish President and Director of Iberia Parish Office of Homeland Security and Emergency Preparedness will notify in reference to the emergency the Emergency Operations Center personnel, PPP Coordinator, law enforcement, fire departments, CERT coordinator, Iberia Parish School Board, SMILE, Animal Control personnel, SugArena manager and any other essential personnel that may be activated.
- C. The OHSEP Director will request support agencies/CERT/volunteer agencies to prepare the Parish Pickup Point to begin processing evacuees.
 - 1. CERT should identify the resources that will be needed to complete their mission.
 - 2. For any moderate to major illness or injury or for an unknown illness or injury, personnel on-scene should immediately request an ambulance through 911. Parking lot personnel should be notified of the ambulance's impending arrival in order to direct the ambulance to the correct location.
- D. Public is informed of the locations and times for pick-up at the Parish Collection Points. Persons needing assistance getting on or off of the buses or persons with large pets or pets without proper containment equipment should be instructed to call the EOC to make arrangements for transportation to the Parish Pickup Point.
- E. The volunteers at the Parish Pickup Point will clearly mark the entrances and exits. Volunteers should be placed at the entrance to direct buses, vehicles that will remain in the parking lot, and vehicles dropping off evacuees.
- F. Citizens needing transportation are to be picked up at designated times at the Parish Collection Points by Iberia Parish School Board buses and brought to the Parish Collection Point.
 - It is mandatory that pets are placed in pet carriers or crates prior to boarding at the Parish Collection Points. Service animals will not need to be crated. (Please see Pet Evacuation and Shelter Plan for complete procedures for the transportation of service animals and pets. Please ensure that pets or service animal fits the FEMA definition of a household pet or service animal.)
- G. The population arrives at the Parish Pickup Point, are unloaded from buses from the Parish Collection Points and personal vehicles, and directed to the appropriate registration area (or seating area if there are a large number of evacuees waiting to be registered) by the use of signage, barriers and megaphone.
 - 1. Those awaiting transportation will be divided into three groups prior to registration:
 - a. Persons without pets
 - b. Persons with petsPersons whose pets will fit into their lap **in a carrier or crate** will be allowed to keep their pet with them.
 - It should be noted that only one pet will be allowed inside of any carrier or crate and the ratio of pets allowed to ride in a carrier on a person's lap will be one pet to one person. It is the responsibility of the pet owner to ensure that they have enough pet carriers so that each pet has their own.
 - No person will be allowed to place a carrier on the seat next to them.

- No pets will be allowed outside of the carrier or crate except during designated rest stops. Pets must be on a leash when outside of their carrier or crate. No exceptions.
- 2. After registration is completed, the population is loaded onto resources for transport to the shelter designation.
- 3. The Parish Pickup Point coordinator will periodically update the EOC on the number of evacuees that are being sent to any shelter and of any issues that may arise during the process.
 - The coordinate will keep a detailed, written log of any issues that may arise during the process.
 - This log is to be turned into the OHSEP Director with any lessons learned, After Action Reports, etc. regarding the operation.
- H. EOC personnel are to periodically update GOHSEP through WebEOC of the number of evacuees transported to the designated shelter.
- V. General Guidelines Regarding Parish Collection Points and Parish Pickup Point
 - A. The population arrive at pre-identified Parish Collection Points.
 - Only pets in pet carriers will be allowed on Parish provided transportation.
 - The owner must ensure that all household pets are in carriers prior to approaching the buses for loading.
 - Service animals need not be crated, but must on a leash at all times.
 - FEMA does not recognize emotional support animals, therefore, all animals introduced at a Parish provided mode of transportation or presented at a Parish sponsored shelter will be required to follow the regulations presented for a household pet. Emotional support animals will not be allowed to be housed with the general population and will be sheltered with other household pets.
 - B. Transportation and shelter personnel may not question evacuees regarding the reason that the person needs a service animal nor demand proof of training, they are allowed two questions: **(1) is the dog a service animal required because of a disability? And (2) what work or task has the dog been trained to perform?**
 - C. Proof of any State or local pet vaccinations will need to be presented once the population reaches the destination. Failure to provide this documentation may result in the revaccination of the animal **at the owner's expense.**
 - D. Property owners and managers of the Parish Collection Points have mandated that vehicles should not be left parked on their property. Vehicles that are left on the property are subject to being towed.
- VI. Medical Special Needs Evacuation

Iberia Parish OHSEP will assist the Louisiana Office of Public Health and other State agencies assigned in the evacuation of those citizens with serious medical conditions that need continuous medical care. These citizens will be triaged by LDH and must fit the criteria to be considered for sheltering in a medical special needs shelter.

 - A. Iberia Parish Government, Louisiana LDH, the Iberia Parish Council on Aging and other local and State agencies will make every effort to identify every medical special needs patient in the Parish.
 - B. Iberia Parish will utilize the Veteran's Memorial Building, 500 Marie Street, New Iberia as the designated Parish Pickup Point for medical special needs evacuation purposes.

- C. When the decision is made to evacuate medical special needs patients, LDH will release a toll-free number. It is recommended that all persons that believe they qualify for medical special needs sheltering call this number.
- D. Through triage, LDH will determine the correct mode of transportation to the medical special needs shelter.
- E. Each medical special needs patient is allowed to have one person accompany them to the medical special needs shelter to aid in their care.
- F. Those persons that do not fit Louisiana LDH's criteria for medical special needs sheltering will be directed to the SugArena for general transportation.
- G. OHSEP will make arrangements to transport any household pet belonging to medical special needs patients to the designated correctional facility for care.

ESF-1-3, Transportation – Pet Evacuation and Shelter Plan

I. Purpose

This plan provides guidance for the safe evacuation, transportation and sheltering of household pets and service animals in the event of a mandatory evacuation for all or part of Iberia Parish. This plan details the responsibilities of the Iberia Parish Government, the Iberia Parish Animal Control personnel, volunteers and pet owners before, during and following any declared emergency.

II. General Information

A. The mission of Iberia Parish Government is to have a practical response program for the protection of the citizens of Iberia Parish as well as their household pets and service animals.

1. A household pet, as defined by FEMA (Federal Emergency Management Agency,) is any domesticated animal, such as a dog, cat, bird, rabbit, rodent or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers and can be housed in temporary facilities.

a. Household pets **do not**, by FEMA definition, include reptiles (except turtles,) amphibians, fish, insects/arachnids, farm animals (including horses) and animals kept for racing purposes.

b. A service animal is any animal that is individually trained to provide assistance to a person with a disability. Functions that service animals perform for people with a variety of disabilities are:

(1) Alerting people who are deaf or hard of hearing to sounds.

(2) Pulling wheelchairs

(3) Carrying or retrieving items for people with mobility disabilities or limited use arms or hands.

(4) Assisting people with disabilities to maintain their balance or stability.

(5) Alerting people to and protection them during medical events such as seizures.

c. On March 15, 2011, the Department of Justice chose to limit Service Animals to dogs only, with a subsection addressing miniature horses. (FEMA Definitions Used for Pet-Friendly Shelters, <http://animaservice2000.org/content/node/131>)

d. FEMA does not recognize emotional support animals, therefore, all animals introduced at a Parish provided mode of transportation or presented at a Parish sponsored shelter will be required to follow the regulations presented for a household pet. Emotional support animals will not be allowed to be housed with the general population and will be sheltered with other household pets.

B. In order to participate in the Iberia Parish Pet Sheltering Program, the pet owner must have a valid driver's license or other State-issued identification card.

C. Prior to boarding any Parish provided transportation or reporting to a Parish sponsored or Red Cross shelter, owners of service animals and household pets will be required to have the following items for their animal(s):

1. At least a seven (7) day supply of food for each animal evacuated. Make sure that the food is in a waterproof container. If you are bringing canned dog food, make sure to bring a can opener to open the food, if applicable.

2. Proof of all State and Federally mandated vaccinations.

3. Pet first-aid reference book and first-aid supplies.

4. A sturdy leash and a collar or harness. It is recommended that extras be brought in case one breaks or is lost or stolen.

5. Toys or bedding. (Something familiar from your home.)

6. Gloves to protect your hands while you clean the animal's area.

III. Overview

Resident may decide not to evacuate fearing that they could be separated from their pets. FEMA, the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and Iberia Parish Government, in an effort to protect the lives of their citizens, pets and service animals have developed plans that allow for the transportation and sheltering of these animals in the event of a mandatory evacuation.

A. General Information

1. A service animal must be a professionally trained animal and fit the FEMA criteria to be considered a "service animal."
2. Service animals will be allowed to travel with their disabled person as mandated by the Americans with Disabilities Act (ADA.)
3. The disabled person must keep their service animal on a leash or other type of restraint at all times. At no time should the animal be allowed to wander.
4. The disabled person must have control of their animal at all times. Under Louisiana Act 615, Iberia Parish Government and its designees have the right to place a service animal in a cage or pet carrier if the animal poses a threat to other humans or service animals.
5. During emergencies, household pets are not allowed inside of a human shelter. Service animals, however, must be allowed to accompany their owner into any shelter.
6. Iberia Parish Government reserves the right to have any sick or injured animal presented for Parish-run transportation or shelter, examined by a veterinarian **at the owner's expense**. If the veterinarian deems the animal ineligible for travel (contagious, too ill to travel, etc.) the animal will not be allowed on Parish provided transportation or in a Parish or American Red Cross shelter. Arrangements can be made, by the owner, with a local veterinarian to board the animal **at the owner's expense** for the duration of the evacuation.
7. Every pet owner is expected to present proof of any State or Federally mandated vaccinations for their animal. (This applies to both household pets and service animals.) If no proof is provided, the animal will be vaccinated **at the owner's expense** once the animal reaches the Pet Shelter.
8. Each owner is expected to provide a collar or harness and a sturdy leash for each of their animals. All animals must be secured in their cage or pet carrier or on a leash at all times. At no time is an animal allowed out of its cage without a leash.
9. Animal owners must have full control of their animals at all times. Iberia Parish Government is not liable for any injury or death to an animal or for the injury or death caused by an animal. All costs incurred will be the responsibility of the animal owner.
10. It is the responsibility of the service animal owner or household pet to care for their animal or to make arrangements to have the animal cared for. The owner is responsible for logging down all interactions with the animal(s.) Once the owner has completed caring for the animal(s) and logging it on the log attached to the carrier, the owner shall have a shelter volunteer sign and date stamp the entry. This validates that the owner is taking proper care of the animal.
 - a. An animal will be declared "abandoned" and the animal will be turned over to the local Animal Control agency if the owner fails to properly care for and clean the animal's pet carrier or area and properly log these transactions on the log that will be provided.
 - b. It is the responsibility of the animal owner to notify the shelter manager and the pet shelter manager if they must leave the shelter due to illness and cannot take their animal with them. An animal owner should make every effort to find a friend or relative to care for the animal in their absence. If no one can be found to care for the animal,

the pet shelter manager should make arrangements to have someone care for the animal. All incurred costs will be the responsibility of the animal owner.

11. The pet shelter manager and her designee(s) have the right to have any aggressive animal sent to the local Animal Shelter or to a veterinarian's office **at the owner's expense.**
12. The owner will be responsible for any associated fees if the animal must be transferred to the animal shelter or to a veterinary clinic.
13. The owner must comply with any ordinances, laws or procedures associated with the shelter in which an animal may be placed.
14. The shelter manager and shelter workers should ensure that evacuees are informed not to speak, touch or interact with any service animal while it is working and never without the supervision and permission of the disabled owner.
15. If a pet or animal owner lives within a danger zone, flood zone or in an area where storm surge is a possibility, the animal owner should make plans to remove all animals from their property prior to evacuating. During a recommended or voluntary evacuation, animal owners must make arrangements for the transportation of their animals. **An owner will not be allowed to enter into a disaster area to remove an animal as long as there is a danger present.**
16. Only service animals and household pets belonging to individuals being transported by Parish provided transportation will be transported to a Parish designated shelter. The Parish will not transport or be responsible for service animals or household pets if the owner is not using Parish provided transportation. Animals will only be transported during a Parish President declared mandatory evacuation. During a disaster with a recommended or voluntary evacuation, animal owners must make arrangements for the transportation and care of their animals.
17. Only service animals and household pets belonging to individuals being house in designated Parish provided mass care shelters will be allowed to be sheltered in pet shelters. If it is found that a service animal or pet owner is staying at any other location, the animal in question will be considered "abandoned" and sent to the Animal Control Shelter. The owner will be responsible for any fees and/or fines associated with the animal's shelter stay.
18. All pets must be in a pet carrier or crate prior to entering Parish provided transportation or a Parish-run or American Red Cross shelter.
 - a. If an evacuee does not own or have access to a pet carrier or crate, they should make arrangements with the Iberia Parish Emergency Operations Center (EOC) at least 2 to 6 hours prior to the expected arrival of the buses at the Parish Collection Points. Parish owned carriers and cages are available on a first-come, first served basis.
 - b. If an evacuee needing transportation to the Parish Pickup Point has an oversized animal, they should call the EOC to make alternate arrangements for transportation to the Parish Pickup Point.
 - (1) Iberia Parish Government has a very limited number of extra-large crates. If is highly recommended that owners of very large pets provide their own pet carrier or crate.
 - (2) If an animal does not fit into a cage or pet carrier, it cannot be transported on Parish provided transportation and will not be allowed at a Parish provided animal shelter. The animal will be sent to a local veterinarian's office and boarded **at the owner's expense.**
19. Transportation and shelter personnel may not question evacuees regarding the reason that the person needs a service animal nor demand proof of training, they are allowed two

questions: (1) **is the dog a service animal required because of a disability?** And (2) **what work or task has the dog been trained to perform?**

20. The pet shelter manager should log down, to include the time and date of each entry, any unusual events, animal bites, injury to an animal or any person, and any other item the manager or volunteers feel worthy of being logged.
 - a. Volunteers should check the logs attached to the animal's cages at least once hourly and log, on the shelter log, any instances where the following were not logged by the owner of the animal:
 - (1) When an animal is not properly fed.
 - (2) When needed medication(s) was not administered.
 - (3) When the cage or crate is not properly cleaned.
 - (4) The animal has not been interacted with in a substantial amount of time.
 - b. The volunteer should also make a note on the log attached to the animal's cage of any deficiencies found in the animal's care and bring it to the shelter manager's attention.
 - B. Louisiana Act 615 protects Iberia Parish and Iberia Parish Government for death or injury to persons, household pets or service animals during an actual emergency, an impending emergency, or a mock or practice emergency.
- IV. Transportation of Household Pets and Service Animals During a Mandatory Evacuation
- A. Service Animals – General Information
 1. Service animals will be allowed to travel with their disabled person as mandated by the Americans with Disabilities Act.
 2. The disabled person must keep their service animal on a leash or other type of restraint at all times. At no time should the animal be allowed to wander.
 3. The disabled person must have control of their animal at all times. Under Louisiana Act 615, Iberia Parish Government has the right to place a service animal in a pet carrier or crate if the animal poses a threat to humans or other service animal.
 4. It is the responsibility of the disabled person to care for or to make arrangements to have their animal cared for.
 5. On March 15, 2011, the Department of Justice limited the definition of a service animal to include dogs with a subsection addressing miniature horses. No other type of animal will be considered as a service animal.
 6. Iberia Parish Government reserves the right to have any sick or injured animal presented for transportation at a Parish Collection Point or Parish Pickup Point, examined by a veterinarian **at the owner's expense**. If an animal is deemed to be contagious or not well enough to travel, Iberia Parish Government will not allow that animal to be transported on Parish provided buses. Arrangements can be made with a local veterinarian to board the animal, **at the owner's expense**, for the duration of the evacuation.
 7. Every pet owner is expected to present proof of any State or Federally mandated vaccinations for their animal. If no proof is provided, the animal will be vaccinated, **at the owner's expense**, once the animal reaches the animal shelter.
 - B. Household Pets – General Information
 1. All pets must be in a pet carrier or crate or on a leash at all times. At no time should an animal be allowed to wander.
 2. If an evacuee does not have a pet carrier or crate or does not have access to one, they can contact the Emergency Operations Center (EOC) at least 2 – 6 hours prior to the arrival of the buses at the Parish Collection Points. Iberia Parish Government has a limited number of carriers that can be borrowed by citizens for the purpose of transporting their pets. Carriers are limited in number and will be provided on a first come, first served basis.

3. If an evacuee has an extra-large pet and require transportation to the Parish Pickup Point, they should contact the EOC at least 6 hours prior to the scheduled departure time of the buses to make arrangements for transportation to the Parish Pickup Point. Extra-large crates may not fit on the school buses that will transport evacuees to the Parish Pickup Point.
 4. Iberia Parish Government reserves the right to have any sick or injured animal presented for transportation at a Parish Collection Point or Parish Pickup Point, examined by a veterinarian **at the owner's expense**. If an animal is deemed to be contagious or not well enough to travel, Iberia Parish Government will not allow that animal to be transported on Parish provided buses. Arrangements can be made with a local veterinarian to board the animal, **at the owner's expense**, for the duration of the evacuation.
 5. Every pet owner is expected to present proof of any State or Federally mandated vaccinations for their animal. If no proof is provided, the animal will be vaccinated, **at the owner's expense**, once the animal reaches the animal shelter.
 6. Each owner is expected to provide a collar or harness and a sturdy leash for each of their animals. All animals must be secured in their cage or pet carrier or on a leash at all times. At no time is an animal allowed out of its cage without a leash.
 7. Animal owners must have full control of their animals at all times. Iberia Parish Government is not liable for any injury or death to the animal or injury or death caused by the animal. All costs incurred will be the responsibility of the animal owner.
 8. Only one pet will be allowed per carrier or crate.
- C. Transportation Procedures-Parish Collection Points
1. Service Animals
Service Animals will be allowed to ride with their disable person on an evacuation mode of transportation if the disabled person has full control of the animal and the animal is not a danger to humans or other service animals.
 - a. Transportation and shelter personnel may not question evacuees regarding the reason that the person needs a service animal nor demand proof of training, they are allowed two questions: (1) **is the dog a service animal required because of a disability?** And (2) **what work or task has the dog been trained to perform?**
 - b. Iberia Parish Governments that an animal may become confused or upset during an evacuation. If a disabled person feels that their service animal would feel more secure in a pet carrier or crate, every effort will be made to ensure that the animal's pet carrier is placed near the disabled person.
 - c. If the disabled person does not have access to a pet carrier or crate, one will be provided for their use, based upon availability. It is recommended that the disabled person contact the EOC to request a pet carrier at least 2 – 6 hours prior to reporting to the Parish Pickup Point if they anticipate the need.
 - d. Iberia Parish Government has the right to demand a service animal be placed in a pet carrier or crate if an animal becomes aggressive and poses a threat to humans or other service animals.
 - e. If the service animal is a large dog or miniature horse and the pet carrier will not fit on the evacuation bus, Parish officials will make arrangements for transportation of the animal on a refrigerated truck, with the disabled person's permission.
 - f. Iberia Parish Government will not be responsible for any illness or injury to an animal being transported or sheltered by Parish provided services nor will Iberia Parish Government be responsible for any injury or illness caused by an animal being transported or sheltered by Parish provided services. All costs incurred to an animal or

- by an animal being transported or sheltered by the Parish is the sole responsibility of the owner of the animal.
- g. Proof of the mandated vaccinations must be presented upon demand. Failure to produce these documents may result in the re-vaccination of the animal **at the owner's expense.**
2. All household pets will be required to be in a cage or pet carrier prior to boarding the animal on any form of Parish provided transportation.
 - a. CERT volunteers should greet all evacuees, carefully directing them to the proper registration area.
 - b. Persons with "lap pets" are to be loaded separate from the general population. The pet must be loaded in a pet carrier and that carrier must fit on the owner's lap. In order for a pet to be carried on Parish provided transportation, there must be a family member willing to have a pet carrier on their lap for the duration of the trip.
 - c. The ratio of pets to carrier is one pet to one carrier only. Multiple pets will not be allowed to be placed inside one carrier.
 - d. At no time is a pet allowed outside of the carrier during the trip. Pets are allowed to be removed only during planned rest stops and only on a leash.
 - e. At no time can a carrier or pet be placed on a seat on the bus.
 - f. If a citizen feels that he can comply with all of the guidelines above, the animal will be placed inside a refrigerated truck for transportation.
 - g. Iberia Parish Government will make every effort to have a veterinarian on-site at the Parish Pickup Point. Evacuees should remember that any veterinarian services rendered to a pet being transported or sheltered will be **at the owner's expense.**
 - h. Iberia Parish Government will not be responsible for any illness or injury to an animal being transported or sheltered by Parish provided services nor will Iberia Parish Government be responsible for any injury or illness caused by an animal being transported or sheltered by Parish provided services. All costs incurred to an animal or by an animal being transported or sheltered by the Parish is the sole responsibility of the owner of the animal.
 - i. Proof of the mandated vaccinations must be presented upon demand. Failure to produce these documents may result in the re-vaccination of the animal **at the owner's expense.**
 3. Pet Registration Procedures
 - a. Iberia Parish Government will make every effort to have a veterinarian on-site at every Parish Pickup Point. The veterinarian may offer services such as rabies vaccinations or microchips. Evacuees may obtain these services, but all costs associated with these services will be at the animal owner's expense.
 - b. Needed Equipment for Pet registration
 - At least two folding tables, with chairs. Two tables and four chairs are needed for each registration area
 - Ink pens
 - Registration forms for both humans and pets
 - Truck manifest forms
 - Self-stick neck bands
 - Duct tape
 - Clear packing tape
 - Sharpie or Marks-a-Lot

- Signs to mark different areas (Enter, Exit, Registration Area, Banding Area, Pet Walk Area, and Cleanup)
 - Caution tape to mark lines for each table
 - Gallon zip lock bags
 - Long zip ties
 - Large communal bowls for water for the animals
 - If temperature is high (summer-time), have ice on hand to cool off the animals.
 - Flashlights
 - Plastic “poop” bags
 - Hand sanitizer
 - Paper towels
 - Hose to get water
 - Ramp and cage dolly to load pet carriers onto truck.
- c. Set Up and Registration
- Set Up and Registration
- Each registration area should have two tables (one for pet registration and one for the pet owners and their families) manned with at least two volunteers at each table and all of the above supplies. The signs and caution tape will need to be placed so each area is clearly marked and identified.
- The areas designated for pet registration and loading should be under a cover, with protection from wind and sun. Communal bowls of water should be set out for the pets. If extremely hot, have ice on hand to cool down the animals and have SugArena employees turn on the fans.
 - The pet and pet owner registration should be distinct and separate from the human registration to prevent confusion, prevent dog battles and to protect non-pet owners from undue stress and possible injury.
 - The registration forms are in triplicate. Scribes should have a good, easily readable handwriting. They will need to press down hard on the forms to ensure that all three copies are legible. The owner will receive one copy of the completed form, the Parish keeps a copy of the form and a copy is attached to the Truck Manifest for delivery to the destination pet shelter. Make sure to fill out the Truck Manifest completely.
 - During the registration process, volunteers should observe each animal for obvious signs of injury or illness. If the volunteer notices an injury or illness, they should immediately notify the on-site veterinarian. The question as to whether the animal is healthy enough to travel is left up to the veterinarian and his decision is final.
 - Arrangements can be made to board animals not healthy enough to travel, but all treatment to the animal or boarding costs are at the owner’s expense.
 - If the veterinarian decides the animal is well enough to travel, the scribe should mark the veterinarian’s finding on the Transport Registration Form in an obvious place along with the veterinarian’s name.
 - During registration, volunteers should ask to see proof of Parish, State or federally mandated vaccinations. If an owner fails to produce proof, the owner is to be notified that their animal will be vaccinated upon arrival at the shelter and any costs associated with these vaccinations will be the owner’s responsibility.
 - Each animal is to be given a unique Animal ID Number. This number will tie the owner and animal together for the duration of the trip.

- The Animal ID Number will consist of the Phoenix Registration number of the animal's owner followed by the letter "A." If there is more than one pet that belongs to the owner, each is assigned the same Phoenix registration number followed by sequential letters, "B, C, D, E, etc."
- The Animal ID Number(s) will be written on the top of the Transport Registration Form and on two self-stick neck bands. One of the neck bands is to be placed on the animal's neck **by the owner** and the other band is to be placed on the owner's wrist. The owner will be given a neck band for each pet he owns that is being transported.
- If more than one family member will be caring for the animal, then each party that may have contact with the animal will be given a self-stick neck band to place around their wrist. If the family has more than one animal, then each person that will be caring for the animal will have one neck band per animal they have in the shelter.
- The Animal ID Number will need to be affixed to the pet carrier, near the top of the door.
- A piece of duct tape is to be placed on the pet carrier, near the top of the door.
- The Animal ID Number should be written on the duct tape and a piece of clear packing tape placed on top to protect the integrity of the written information.
- A picture is to be taken of each pet with their owner and other family members, if applicable, that may be responsible for the care of the animal.
- The Animal ID Number and the name of any family members who may be caring for the animal(s) should be written on the picture, using caution not to cover any integral part of the picture.
- The photo should be placed in a plastic Ziploc bag and the bag attached to the cage or pet carrier.
- The animal is to be placed into the pet carrier or cage by the owner and the pet carriers not traveling on the owner's lap will be loaded into the truck(s) by PPP workers.
- Once loaded, the truck driver should depart with the animals remembering to stop at least once every two hours to ensure that the carbon dioxide levels do not reach toxic levels.
- The temperature in the refrigerated portion of the truck should be kept at 75 degrees.
- The owners will conduct all dealings with their animal(s) until such time that the animal(s) are to be loaded into the transport truck. The owner's pre-departure responsibilities include, but are not limited to, banding the animal(s), taking the animal out of the pet carrier for banding and placing the animal back into the pet carrier, walking the dog prior to loading, cleaning up after the animal ensuring that the animal has had a sufficient amount of water, etc. Once the animal is ready to enter the pet carrier and is ready for departure, the Loading Team will place into the transport truck.
- Pet owners that will be carrying the pet carrier for their lap pet will have all physical dealings with their animals
- The above guidelines were set into place to protect the Parish Pickup Point workers.
- Once all animals traveling in the transport truck are loaded, the registration team should hand the truck driver a gallon zip lock bag that contains all of the Transport Request Forms and the Truck Manifest forms. He should be instructed to give this Ziploc to the Pet Shelter Manager at the destination shelter.

V. Pet Evacuation Shelter

- A. In the event of a mandatory evacuation where a Parish owned or Red Cross shelter is opened, Iberia Parish Office of Homeland Security and Emergency Preparedness will make arrangements to open an animal shelter for the evacuees staying at the human shelter. If at all possible, all animals with their owners will be co-located at one shelter.

B. Registration of Animals in a Pet Shelter

Animals will be registered in the same fashion described in the transportation and evacuation of animals with one exception. Owners of “lap” pets will not be allowed to have the animal stay with them in the human shelter. The “lap” pet will need to be registered with and placed in the Pet Shelter.

1. All animals must present proof of any Parish, State or federally mandated vaccinations.
2. Animals without proof of vaccination will be vaccinated by a veterinarian at the owner’s expense.

C. Overview

1. Service Animals

- a. Service animals will be registered using the Pet Shelter method.
- b. According to a ruling by the Department of Justice in March of 2011, the only animals that will be allowed in a human shelter are trained dogs. A provision was also made for the use of miniature horses as service animals. No other animal will be allowed in the human shelter as a service animal. Other animals must be housed in the Pet Shelter.
- c. Iberia Parish Government understands that animals may be confused or upset during an evacuation. If a disabled person feels that their service animal would feel more secure in a pet carrier or cage, every effort will be made to ensure that the animal’s pet carrier is placed near the disabled person.
- d. If the disabled person does not have a pet carrier, every effort will be made by Iberia Parish Government to secure a pet carrier for their use. It should be noted that Iberia Parish Government has a limited number of pet carriers and they are distributed on a first come, first served basis. The service animal will still be housed with the disabled person in the human shelter if it is contained in a pet carrier.
- e. Transportation and shelter personnel may not question evacuees regarding the reason that the person needs a service animal nor demand proof of training, they are allowed two questions: (1) **is the dog a service animal required because of a disability?** And (2) **what work or task has the dog been trained to perform?**
- f. FEMA does not recognize emotional support animals, therefore, all animals introduced at a Parish provided mode of transportation or presented at a Parish sponsored shelter will be required to follow the regulations presented for a household pet. Emotional support animals will not be allowed to be housed with the general population and will be sheltered with other household pets.

2. Household Pets

- a. Household pets are not allowed in the human shelter at any time.
- b. Only the pets of evacuees registered in the human shelter may keep their pets at a Parish run Pet Shelter.

- c. If a pet appears to be sick or injured, a veterinarian may be called **at the owner's expense** to care for the animal.
 - d. Any pet not cared for properly, and all care logged down, will be considered "abandoned" and turned over to the Iberia Parish Animal Shelter.
 - e. If a pet owner falls ill and is hospitalized, he should:
 - (1) Immediately notify the Shelter Manager of his illness, making every effort to find another party to care for the household pet. The shelter manager should immediately notify the pet shelter manger. The Pet Shelter Manager will then ensure that the pet(s) are being properly cared for.
 - (2) If time permits, the pet owner should notify the Pet Shelter Manager.
 - f. Persons with questions about eligibility of their animal being sheltered should contact the EOC prior to bringing that animal to the shelter.
 - g. Past shelters have had instances of flea infestation. It is suggested that any household threat or service animal entering a shelter be treated for fleas prior to arrival. Animal owners may want to contact their veterinarian for additional information on handling a threat of fleas on their animals.
3. Evacuation and Sheltering of Pets of Special Needs Patients
- Arrangements have been made by the State of Louisiana with Dixon Correctional to care for the pets belonging to special needs patients during a mandatory evacuation.
- D. Setting Up and Operation of a Pet Shelter
- For the proper set-up and operation of a pet shelter, see Appendix 4, LSART Household Pet Evacuation & Sheltering Manual. This manual includes any/all forms that will be needed to register animals.

ESF-1-4, Medical Special Needs

I. Purpose

Iberia Parish Government works hard to identify evacuees that have medical conditions that do not require hospitalization but could not be properly cared for in a general population shelters. These individuals are triaged by the Louisiana Office of Public Health and the Iberia Parish Health Unit and, if they qualify, are sent to medical special needs shelters.

II. Identification and Transportation of Medical Special Needs Patients

Medical special needs patients may be identified through home health agencies and hospice organizations. Citizens that feel that they may qualify for care in a medical special needs shelter must call a toll-free number, provided by the Office of Public Health prior to a storm or other event, to be triaged by medical personnel for a medical special needs shelter eligibility determination. The list of citizens determined as eligible will be provided to Iberia Parish OHSEP.

III. Items to Bring to a Medical Special Needs Shelter

- All medications and equipment should be labeled with the patient's name, address and phone number. **The medical special needs shelter and staff are not responsible for the loss or theft of personal items.**
- Patients are required to bring proof of identification, health insurance information and the name of an emergency contact and their contact information.
- Five-to-seven-day supply of all medications in the original bottles/packaging.
- All medical supplies, i.e. dressing supplies, colostomy supplies, etc.
- Medical equipment, i.e. feeding food supplies, pumps monitors, oxygen and oxygen concentrators, nebulizers, walkers, canes, wheelchairs, etc.
- Special foods, nutritional and tube feeding supplements.
- Personal care items, i.e. toothpaste, toothbrush deodorant, shampoo, soap, diapers and extra clothing, etc. You should bring enough to last for at least 5 days.
- Personal entertainment or miscellaneous items, i.e. books, puzzles, etc.
- Dressing care instructions and medical orders.
- Patients housed at a medical special needs shelter will be allowed to have one caregiver accompany them. The caregiver must be an adult. Only children with medical special needs are allowed in this shelter. No other children will be allowed.

IV. Transportation to the Medical Special Needs Shelter

- B. If a patient needs assistance with evacuation, make arrangements with the triage nurse. The will determine the mode of transportation that is needed to bring the patient to the Parish Pickup Point and/or the medical special needs shelter and will give you instruction on how to accomplish this.
- C. The Parish Pickup Point (PPP) for medical special needs patients is the Veteran's Memorial Building in New Iberia City Park, 500 Marie St, New Iberia.
 1. Upon arrival at the Parish Pickup Point, the patient and caregiver should immediately check in with the reception personnel.
 2. Those not previously triaged by phone will be triaged by an on-scene nurse.
 - a. Those that qualify for shelter in a medical special needs shelter will be transported to a medical special needs shelter.
 - b. Those that do not qualify for shelter in a medical special needs shelter will be sent to the general population Parish Pickup Point at the SugArena.
 - c. Those that do not have transportation to the SugArena will be transported by the Parish.

- d. The decision as to whether a patient qualifies for shelter at a medical special needs facility is the decision of the triage nurse. Iberia Parish officials cannot and will not interfere with their decision.

V. Mobility Impairment Assistance

For those needing assistance with moving from a personal vehicle to the medical special needs Parish Pickup Point or onto Parish provided transportation, the New Iberia Fire Department will be present to assist.

VI. Medical Special Needs Evacuation Procedures

- A. Upon notification that a mandatory evacuation has been called, the OHSEP Director or his designee will immediately place the information into WebEOC, ordering buses for evacuation purposes.
- B. The media shall be notified of the medical special needs shelter opening and asked to publicize the details of the evacuation of the medical special needs community.
- C. EOC personnel will order two (2) buses for the purpose of transporting medical special needs patients and at least one para-transit van. If these vehicles are not needed for transportation of patients to the medical special needs shelter, they should be directed to the SugArena for the transportation of the general population.
- D. EOC personnel will immediately notify Veteran's Memorial Building personnel, Office of Public Health, SMILE and the New Iberia Fire Department personnel of the time the medical special needs evacuation will take place.
- E. Other Departments' Roles
 - 1. New Iberia Fire Department (NIFD)
 - a. NIFD will be notified of the time and date of the evacuation. They will provide five to six firefighters to assist with moving patients through the various steps of the medical special needs evacuation procedures.
 - b. NIFD will provide site security and will be instructed to call the New Iberia Police Department for assistance, if necessary.
 - 2. Louisiana Department of Health (LDH)
 - a. LDH will provide the EOC with a list of known medical special needs patients needing transportation.
 - b. LDH will coordinate with Acadian Ambulance for the transportation of patients not able to use standard bus transportation.
 - c. With the assistance of nurses from the Iberia Parish Health Unit, all those not previously triaged will be examined and a determination made as to if they qualify for sheltering at a medical special needs shelter.
 - d. With the assistance of personnel from the Louisiana Department of Children and Family Services, all patients and their caregivers are registered into the system being utilized by the State for registering evacuees in shelters.
 - 3. St. Martin, Iberia and Lafayette Community Action Partnership (SMILE) SMILE is contacted by the OHSEP Director by the OHSEP Director or his designee and advised of the time and date of the medical special needs evacuation. SMILE will work with the EOC to ensure that those medical special needs patients without transportation are brought to the Veteran's Memorial Building for processing.
- F. LDH will confirm eligibility of all patients requesting shelter at a medical special needs shelter and create a manifest.
- G. Medical special needs workers will immediately notify the EOC of any household pets that require sheltering and are unable to be transported to the medical special needs shelter. These

household pets will be transported to a designated shelter for care. Service animals will remain with the patient.

- H. OHSEP will provide information to GOHSEP via WebEOC on the number of patients being transported, the time the patients leave the PPP and of any issues or potential issues that may arise.

ESF-1-5, Citizens with Physical Disabilities and Physical Limitations

I. Purpose

Iberia Parish Government has identified a portion of the population that does not qualify for sheltering at a medical special needs shelter but may need assistance with everyday tasks due to medical conditions, advanced age or other limitations. This presents a unique problem with the general shelter population. While these citizens have a physical or medical reason that justifies special assistance, the Iberia Parish CERT Members may not be trained or physically capable of assisting them. Each patient should be evaluated by an LDH or Iberia Parish Health Unit nurse to determine that this evacuee does not belong in a medical special needs shelter.

II. General Information

- A. If the patient qualifies for a medical special needs shelter, they are to be turned over to LDH for transfer to the medical special needs shelter or some other facility that can care for this person's needs.
- B. If at all possible, ask a family member or privately hired medical company to accompany this patient to the general population shelter. This person should be familiar with the tasks associated with this person's care.
- C. If the patient does not qualify for transfer to a medical special needs shelter and there is no family member or hired medical professional to care for the person:
 1. The evaluating nurse shall attempt to hire an outside medical professional to come to the general population shelter to care for the patient.
 2. The evaluating nurse shall meet with the shelter director and OHSEP Director to determine if care is possible within the general shelter population.
- D. For no-notice events, there is the possibility that general population shelters may receive both medical special needs patients and patients with physical disabilities or limitations. The Shelter Manager should collect as much information as possible and contact the Medical EOC at IMC and the OHSEP Director to discuss the options that are best for each of these persons. It may be useful to include a family member or hired medical professional familiar with the patient's care, in this discussion.

ESF-2, COMMUNICATIONS ANNEX

ESF-2-1, Communications and Warning Systems

I. Purpose and Scope

Iberia Parish has developed several means of communicating during an emergency or disaster. Iberia Parish continues to look for better ways to establish and maintain communications as technology advances.

- A. This ESF establishes a uniform procedure for 700 MHz radio users during an emergency and looks at alternate means of communicating should standard means fail or become overloaded.
- B. Iberia Parish has also developed means to warn the public of an impending or present danger where it is necessary to relay instructions.

II. Radio Communications

- A. The State of Louisiana has built and maintains a 700 MHz interoperable radio system. This radio system has been made available to emergency services and support agencies at a Federal, State and local level.
- B. Iberia Parish is a member of the Louisiana Wireless Information Network (LWIN) and all entities utilizing this system are subject to the policies and procedures set forth by the Federal Communications Commission (FCC,) the State of Louisiana and the Parish of Iberia.
- C. The entities that utilize LWIN are assigned specific talk groups for their day-to-day operations as well as talk groups that are reserved for emergencies and disasters.
- D. All entities in Iberia Parish that utilize the LWIN system are responsible for instructing their employees on the use of emergency talk groups and when they should be utilized.
- E. Participation in the LWIN system guarantees that Iberia Parish has interoperable communications with surrounding Parishes.
- F. The Louisiana 700 MHz radio system has fail-safes, but can still present a problem that affects this area.
 - 1. If a tower within the system fails, radios will search until they find a working tower site. While the quality of the transmission may be affected, you should retain the ability to maintain radio communications.
 - 2. If the main site fails in Baton Rouge or if the data link is lost with the main site, the radios will continue to work but only in site-trunking. This means that radios that are on the same tower will be able to talk to each other, but they will not be able to communicate with radios on other sites or the Communications Center.
- G. The following forms of communications in Iberia Parish are not part of the LWIN system:
 - 1. Fire departments pagers and tone out equipment are not a part of the LWIN system but rather work using VHF frequencies.
 - 2. In addition to the State owned LWIN system, the Iberia Parish Sheriff's Office has built and owns an 800 MHz system for their use during LWIN downtime.
 - 3. The Iberia Parish EOC is equipped with ham radio equipment. This equipment will be monitored and used during emergencies or disasters as a means of reaching those in need that have no other usable form of communicating and/or in the event of failure of existing radio and telephone equipment or service.

III. Iberia Parish Communications Plan

- A. Radio Interoperability in Iberia Parish is based upon the NIMS principles, with the incident commander or his designee requesting assignment of interoperable talk groups, as needed.

- B. The Iberia Parish Communications District (IPCD) Director of Operations will act as the Communications Officer for Iberia Parish and assign interoperable talk groups during an emergency. In the event that the IPCD Director of Operations is not available, the Iberia Parish OHSEP Director will act in that capacity.
- C. Assignment of Talk Groups
 - 1. Based upon the scale of the incident, the Communications Officer can choose from Iberia Parish or Regional (*R4) interoperable talk groups. Regional interoperable talk groups should be requested from Louisiana State Police, Troop I in Lafayette.
 - 2. The Communications Officer will determine within the local operation, by agency or assignment, which talk group shall be assigned to each.
 - 3. During emergency operations, there are often personnel from other agencies that respond to assist. Because "call signs" are often used by several agencies' units, it becomes necessary for the units to state their agency name before stating their unit number.
 - 4. Use of ten-dash codes and incident signals are suspended during emergencies due to the inconsistency of these from agency to agency.
- D. The following agencies within Iberia Parish have the equipment and are assigned talk groups within the LWIN system include, but are not limited to:
 - 1. Iberia Parish Office of Homeland Security and Emergency Preparedness/E911
 - 2. Iberia Parish Government Administration
 - 3. City of New Iberia Administration
 - 4. City of Jeanerette Administration
 - 5. Town of Delcambre Administration
 - 6. Village of Loreauville Administration
 - 7. Iberia Parish Coroner's Office
 - 8. Iberia Parish Fire Protection District #1
 - 9. New Iberia Fire Department
 - 10. Jeanerette Volunteer Fire Department
 - 11. Delcambre Volunteer Fire Department
 - 12. Loreauville Volunteer Fire Department
 - 13. Iberia Parish Sheriff's Office
 - 14. New Iberia City Police Department
 - 15. Jeanerette City Police Department
 - 16. Delcambre Police Department
 - 17. Belaire-Olivier-Morbihan (BOM) Volunteer Fire Department
 - 18. Coteau Volunteer Fire Department
 - 19. Grand Marais Volunteer Fire Department
 - 20. Rynella Volunteer Fire Department
 - 21. Lydia Volunteer Fire Department
 - 22. Acadiana Regional Airport Fire Department
 - 23. Iberia Parish Sewerage District
 - 24. Iberia Parish Mosquito Control
 - 25. Iberia Parish Public Works
 - 26. Jeanerette City Marshal's Office
 - 27. New Iberia City Marshal's Office
- E. State, Federal and Privately-owned agencies working with Iberia Parish on the LWIN system include, but are not limited to:
 - 1. Louisiana Department of Wildlife and Fisheries
 - 2. Louisiana State Police

3. Louisiana Office of Public Health
 4. Acadian Ambulance Service
 5. United States Marshal's Service
 6. Federal Bureau of Investigation
 7. BNSF Railroad Police
 8. Civil Air Patrol
 9. United States Drug Enforcement Agency
 10. United States Coast Guard
- F. Monitoring of Talk Groups
1. Each agency is responsible for monitoring talk groups assigned to their agency. In addition, some agencies have agreed or are contracted to monitor and/or dispatch for other agencies.
 2. It is the responsibility of each agency to monitor the following interoperable channels on a continuous basis:
 - a. *R4-BOLO (Region 4 BOLO Channel.
 - b. *R4-COORDCALL (Region 4 Interoperable Channel)
 3. It is the responsibility of each agency to monitor for and respond to the weekly Region 4 radio checks.
- G. Programming of Radios
- In addition to the various talk groups assigned to each agency in the Parish, every Iberia Parish radio in the LWIN system will be programmed with the following LWIN talk groups:
1. *IBERIA-1
 2. *IBERIA-2
 3. *IBERIA-3
 4. *IBERIA-4
 5. *A1-COORDCALL
 6. *A1-CRDTK1
 7. *A1-CRDTK2
 8. *A1-CRDTK3
- H. Iberia Parish Interoperable Talk Groups Assignment During Emergencies or Disasters
1. *IBERIA-1 Assigned to the Emergency Operations Center (EOC)
 2. *IBERIA-2 Assigned to Law Enforcement working incident.
 3. *IBERIA-3 Assigned to Fire Departments
 4. *IBERIA-4 Assigned to Medical and the Coroner's Office
- I. Alternatives to Interoperable Channels
1. The Iberia Parish Communications Center has the capability of interconnecting or patching non-interoperable talk groups or channels to interoperable talk groups or channels.
 2. The Iberia Parish Sheriff's Office maintains a Mobile Command Post that is equipped with four LWIN programmed radios. This mobile command post is available, upon request, to any agency in the Parish.
 3. A ham radio has been purchased for EOC use. OHSEP has a volunteer that is familiar with ham radio protocol willing to teach OHSEP staff.
 4. In the event of a 700 MHz radio tower failure, Iberia Parish can request a temporary tower, through WebEOC, to aid in communications.
 5. Iberia Parish Sheriff's Office has developed an 800 MHz radio system for their use during 700 MHz failure.
- J. E911 Calls
1. If Iberia Parish were to experience a 911 failure or overload, 911 calls are automatically transferred to the St. Martin Parish 911 Center.

2. In the event St. Martin Parish is unable to answer these calls, AT&T has the capability to transfer these calls to any number within the United States.
3. Iberia Parish Government and the Iberia Parish Communications District are working to ensure that the residents of Iberia Parish can receive emergency services in their time of need. The Iberia Parish Communications Center has access to the following services:
 - a. Enhanced 911 – Enhanced 911 delivers the name, address, and GPS coordinates of the caller's location to the 911 operator before the call is answered.
 - b. Computer Aided Dispatch (CAD) – This allows for the rapid entry of 911 calls into a system and makes the information available to every operator working with that department. The Computer Aided Dispatch system works with and act as a backup to the Enhanced 911 system. The phone and address information for calls originating from a land-line is automatically populated into the appropriate fields on the CAD system.
 - c. Geographic Information System (GIS) – Iberia Parish Government's GIS Department keeps various types of maps of the Parish current. In addition, this information is routinely fed into the CAD system. This allows the communications personnel to determine the geographical area that any call is coming from, whether from a cell phone or land-line, immediately upon answering the call.
 - d. The Iberia Parish Communications District continually searches for technological advances that will allow emergency services responders to the scene of emergency calls in less time while maintaining the safety of the citizen and the emergency responder.
 - e. The Iberia Parish Communications District is upgrading systems within 911 to ready the Parish for the upcoming Next Generation 911 system. This system, when it becomes available, will allow callers to text emergency information to 911.
- K. Warnings and Alerts

Iberia Parish uses a number of methods to notify its citizens of existing or impending danger:

 1. Local Media – The local radio and television stations are sent updated information regularly during an existing or impending emergency or disaster.
 2. Social Media – OHSEP maintains a Facebook page and a Twitter page available to all. The information on those pages is updated as the EOC receives new information.
 3. Iberia PINS – Citizens may register on the Iberia Parish Government website (www.iberiaparishgovernment.com) to receive notifications of emergencies to their land-line phones. Iberia PINS, powered by Rave Mobile Safety and Smart911 also gives OHSEP a reverse 911 system to notify citizens of an existing or impending danger within or near their area and any special instructions that may need to be related.
 4. IPAWS/Alert FM – The Iberia Parish OHSEP has been approved to send and receive messages through IPAWS (the Integrated Public Alert and Warning Systems) and Alert FM. Participation in these systems will allow OHSEP to send one message during a disaster that will be delivered to Alert FM receivers, the Emergency Alert System (EAS,) a downloaded Smartphone application, text messages, email and social media accounts such as Facebook and Twitter.
- L. Maintenance of Communications Equipment

The Iberia Parish Communications District ensures that the Iberia Parish Communications Center is equipped with the latest technology available to ensure the safety and well-being of the citizens of Iberia Parish.

 1. To ensure that communications personnel are ready for any emergency or disaster, each emergency services agency has devised a plan that allows for the rapid deployment of essential personnel. This is accomplished via phone and cellular device.
 2. The Iberia Parish Communications District has employed a systems administrator that is responsible for all of the 911 owned equipment located in the Communications Center. He is

responsible for the repair and maintenance of this equipment and for overseeing the installation of new equipment that may be installed.

M. Equipment Protection

An electromagnetic pulse (EMP), also sometimes called a transient electromagnetic disturbance, is a short burst of electronic energy in the form of a radiated, electric or magnetic field or conducted electrical current and can be natural or man-made. This type of interference is generally disruptive or damaging to electronic equipment, and at higher energy levels, i.e. a lightning strike, can damage physical objects such as buildings and structures. The Parish relies on the State to take any precautions needed on LWIN radio equipment while the Parish takes any precautions needed within the Communication Center. All Parish radio equipment is protected from EMP through an elaborate earth grounding system. All towers, antennas, radio equipment, equipment enclosures and the equipment buildings are protected in a fashion that diverts all electrical pulses away from them and to the grounding system.

N. NIMS and ICS Compliance

- O. The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place with the framework of NIMS.

ESF-3, PUBLIC WORKS AND ENGINEERING ANNEX

ESF-3-1, Public Works and Engineering

I. Purpose

This ESF provides for and coordinates all available engineering and construction resources and expertise in an emergency or disaster to restore normalcy as soon as possible. Iberia Parish Government, municipal governments located in Iberia Parish, private industry and volunteer resources will be used to provide essential services before, during and after emergencies and disasters.

II. Resources

- A. Iberia Parish Public Works and the municipal Public Works office each have the responsibility for keeping an updated list of all available resources that may be needed during an emergency or disaster. Each public works department shall provide the Iberia Parish Communications Center with current contract information for key members of each department.
- B. Resources of interest include, but are not limited to, dump trucks, road graders, various types of pumps and corresponding hoses, generators, fuel sources, sand and sand bags, etc. All mechanical equipment should be maintained and in working condition.
- C. For equipment purchased with grant funding, records of all maintenance and, if applicable, all routine testing shall be kept on file for the life of this equipment. This information must be presented to FEMA or GOHSEP, if requested.
- D. Because equipment ages and or fails, each agency is responsible for tracking their own resources. The Parish and municipal public works departments work closely together throughout the year and have a basic knowledge of what equipment each owns.
- E. An ample amount of sand and sand bags should be readily available as well as the location where they are stored and locations where they can be distributed. Each public works department bears the responsibility of keeping an updated list of sand and sand bags available at each location that can be accessed rapidly in the event of an emergency.
 1. An ample amount of sand and sand bags should be readily available as well as the location where they are stored and a location where they can be distributed. Each public works department bears the responsibility of keeping an updated list of sand and sand bags available at each location that can be accessed rapidly in the event of an emergency.
 - a. While, ideally, each public works office would like to keep more sand than is needed, space constraints will not allow it.
 - b. Most municipalities will store bulk sand at their facility and will call the Parish Jail for inmate help to fill the sandbags in the event of an emergency. Iberia Parish Public Works will immediately fill 1000 sandbags upon notification that there is an approaching disaster or immediate need for sandbags. The director of Public Works will then determine during the course of the disaster or approaching disaster when additional sandbags should be prepared.
 2. If additional resources are needed, Public Works should contact local vendors to obtain needed resources.
 3. If additional resources cannot be obtained locally, Public Works offices should contact OHSEP to obtain the needed resources through GOHSEP.
- F. Those facilities that are located with a flood zone should move these resources out of harm's way if a known danger is present or impending.

III. Assignment of Responsibilities

- A. The Parish and Municipal Public Works Departments will work during the “first sweep” to clear the roadways and highways so that emergency services vehicles can get to citizens in need.
- B. Each Public Works director must develop a plan to ensure that all roadways, highways, bridges and other structures in their jurisdiction have received no damage. If damage is found, the Public Works Department is responsible repairing those structures that fall under their area, report the damage to the appropriate agency that does have the responsibility for that structure and if necessary, erect barricades closing the road or structure until repairs can be made. All damages that require the closure of a road, highway, bridge or overpass should be immediately reported to the EOC.
- C. Public Works Directors should prioritize which roadways, highways, bridges and overpasses should be cleared or checked and send crews to the highest priorities first.
- D. Public Works Departments may be asked to assist the Louisiana Department of Transportation and Development (DOTD) with the inspection of state and federal highways and bridges within Iberia Parish. Any deficiencies or failures of these structures should be immediately reported to DOTD and, if it is a danger, barricades should be placed or law enforcement should standby until DOTD or LSP arrive to handle the situation.
- E. Iberia Parish Public Works and municipal public works departments are responsible for coordinating and supervising the removal of debris from their jurisdictions, ensure that the debris is disposed of at a DEQ approved site and reduced according to FEMA and DEQ regulations.
 - 1. Iberia Parish Government has taken on the responsibility of debris management in Jeanerette, Loreauville, and that portion of Delcambre located in Iberia Parish.
 - 2. Public Works Directors will work closely with any debris management contractors to ensure that the work being done is being done correctly and within FEMA and DEQ guidelines.
 - 3. Public Works Directors will work closely with the Public Information Officer to communicate debris management instructions to the public. This information should include separation/sorting of debris, scheduled pickup times, drop-off sites for different materials. They should issue routine updates to the public on debris until the Parish or municipalities are on a normal schedule of debris pickup.
- F. The Public Works Directors should ensure that all drainage infrastructures in their area of responsibility is clear of debris and has sustained no damage. Crews should clear debris or make emergency repairs to those areas that need.
- G. Public Works Directors should work with the OHSEP Director and the utility companies to ensure that critical structures utilities are restored in order of need. Public Works will ensure that all roadways are clear to local water and wastewater facilities and that electricity restored to these vital works as soon as possible.

ESF 3-2, Monitoring, Reporting and Clearing Debris from Transportation Systems and Infrastructure

I. Purpose

The timely reporting of problems on the transportation routes and the clearing of debris from other critical infrastructure and the subsequent solutions to correct these issues is key to search and rescue efforts, the medical care of the citizens and to the economic recovery of Iberia Parish.

II. Assumptions

- A. Any disaster that occurs in Iberia Parish has the potential to interfere or halt transportation to the affected area or possibly, the entire Parish. An immediate inspection of major highways and then secondary roadways should be conducted as soon as possible once the incident is under control or the immediate danger has passed.
- B. The cleaning and repair of the major transportation routes leading into the Parish or within Iberia Parish should be dealt with immediately after the disaster is under control.
- C. The clearing of major roadways and secondary roads is necessary to allow for emergency services agencies to search for the citizens and transport those that are injured to medical facilities.

III. Concept of Operations

A. Roadways

- 1. The clearing of roadways leading into affected area(s) allows for faster and more efficient rescue of the injured and search for those missing.
- 2. After the search and rescue operations are complete, the rapid cleaning and repairing of roadways will help the community to recover more quickly.
- 3. Damage and debris on roadways and highways should be reported to the proper authority as soon as possible.
 - a. Federal and State Highways – All damage to and debris on roadways is to be reported to the Louisiana Department of Transportation and Development (DOTD.) To contact DOTD, please call Richard Swan at (225) 379-1783. This number should be available 24/7 to report emergencies.
 - b. Parish Roads – All damage to and debris on Parish roads should be reported, immediately, to the Iberia Parish Public Works Department at (337) 364-8474. An after-hours call out list is available at the Iberia Parish Communications Center at (337) 369-2400 .
 - c. City Streets – All damage to or debris on city streets should be immediately reported to the appropriate city's public works department. After hours personnel can be contacted through that municipality's police department or the Iberia Parish Communications Center at (337) 369-2306.
 - d. It is possible that the State may ask for assistance in clearing major State and Federal highways. Each public works department should, if at all possible, assist other agencies.

B. Rail Company Lines

Any issues to the rail line should be immediately reported to Burlington Northern Santé Fe Corp (BNSF) at (800) 832-5452.

C. Waterways

- 1. DOTD – Any issues with navigable waterways should be reported to the Louisiana Department of Transportation and Development at (225) 379-1783 and to the Iberia Parish Office of Homeland Security and Emergency Preparedness at (337) 369-4427. DOTD has the primary responsibility for ensuring that debris is removed from these waterways.

2. United States Coast Guard – The USCG should be notified any time there are obstructions in navigable waterways.

IV. Resources

- A. Iberia Parish Public Works and the municipal Public Works offices each have the responsibility for the keeping of an updated list of all available resources that may be needed during an emergency.
 1. Resources of special interest include, but are not limited to, dump trucks, road graders, various types of pumps and corresponding hoses, generators, fuel sources, sand and sand bags, etc. All mechanical equipment should be maintained and in working condition.
 - a. If equipment is purchased with grant funds, records of all maintenance and, if applicable, all routine testing shall be kept for a period of three years.
 - b. Because the equipment ages, OHSEP does not keep lists of equipment that each municipality and the Parish has. The Public Works Departments and other local and Parish agencies work closely together throughout the year and are familiar that each office has.
 2. An ample amount of sand and sand bags should be readily available as well as the location where they are stored and a location where they can be distributed.
 - a. While, ideally, each public works office would like to keep a quantity of sand that would match every need, space constraints will not allow it.
 - b. Most municipalities will store bulk sand at their facility and will call the Parish jail for inmate help to fill the sandbags in the event of an emergency.
 3. If additional resources are needed, Public Works should contact local vendors to obtain the needed resources.
 4. If additional resources cannot be obtained locally, Public Works offices should immediately notify the EOC of their needs and a request will be made from GOHSEP through WebEOC for the needed resource.
 5. Those facilities that are located within a flood zone should move these resources out of harm's way if a known danger is present or impending.
 6. While Iberia Parish experienced several ice storms in the winter of 2014, this is not the normal weather pattern for this area. It is not feasible for Iberia Parish to purchase and store bulk salt to place on icy roads and highways. Currently, there are two salt mines open in the vicinity in which bulk salt can be obtained, Morton Salt at Weeks Island and Compass Minerals at Cote Blanche in St. Mary Parish.

V. Disaster Debris

Iberia Parish Public Works and the other municipal public works departments are responsible for coordinating and supervising the removal of disaster debris from their jurisdictions, ensure that the debris is disposed of at a DEQ approved site and reduced according to FEMA, EPA and DEQ regulations.

- A. Iberia Parish Government is responsible for debris located outside of the incorporated limits of each municipality, unless an Intergovernmental Agreement exists for that purpose with the municipality for that purpose.
- B. Each municipal government is responsible for debris located within the incorporated limits of its municipality.
- C. Public works directors will work closely with the public information officer to communicate debris collection instructions to the public. This information should include separation/sorting of debris, scheduled pickup times, drop-off sites for materials not eligible for pickup. The public information officer (s) should issue routine updates to the public concerning debris until the Parish or municipalities return to a normal schedule for garbage pickup.

- D. Public works directors should ensure that all drainage infrastructures in their area of responsibility is clear of debris and has sustained no damage. Crews should clear debris or make emergency repairs to those areas in need.
- E. Public works directors should work with the OHSEP Director and the utility companies to ensure that debris is cleared so that utilities to critical facilities is restored quickly in order of need.
- F. Public works directors should ensure that all roadways are cleared to local water and wastewater facilities and electricity restored to these vital works as soon as possible.

VI. Assignment of Responsibilities

- A. The Iberia Parish OHSEP, public works departments and the communications personnel assigned to emergency services departments are responsible for accepting reports of damage to or debris on highways or roadways due to an emergency or disaster. These reports are then forwarded to the correct department or agency for follow-up.
- B. The United State Coast Guard is responsible for the ordering of waterways opened or closed.
- C. The Louisiana Department of Transportation and Development is responsible for:
 - 1. The removal of debris from navigable waterways.
 - 2. The repair of or removal of debris from State and Federal highways or roadways.
- D. Iberia Parish Public Works is responsible for the repair of or removal of debris from Parish roads and roadways located outside of incorporated areas. They may assist with the repair of roadways or removal of debris from roads located within a municipality if an Intergovernmental Agreement exists for that purpose.
- E. Municipal Public Works is responsible for the repair of or removal of debris from all roadways located within their jurisdiction.

VII. NIMS and ICS Compliance

The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place within the framework of NIMS.

ESF-3-3, Public Works and Engineering, Points of Distribution

I. Purpose

Post disaster, Iberia Parish businesses may not immediately be able to supply basic needs to the residents of the Parish. Iberia Parish Government has the capability of requesting emergency supplies. Iberia Parish Government has identified potential areas that can be used as Point of Distribution (POD) locations. POD locations have been identified across the Parish and include both drive-up locations as well as those that the public can exit their vehicles to pick up their supplies. Iberia Parish Government's Emergency Operations Plan focuses on assisting businesses open as soon as possible after a disaster to aid in recovery. Needed supplies will be requested only if local businesses are unable to meet the needs of the public.

II. Points of Distribution (POD)

A point of distribution may be utilized by Iberia Parish Government if citizens are in need of basic supplies that cannot be obtained through local merchants. It is the intention of Iberia Parish Government to discontinue the use of POD's once local merchants start opening local businesses. Because much of Iberia Parish lies in a flood zone, Iberia Parish Office of Homeland Security and Emergency Preparedness will determine the type and location of POD's according to damage and access to areas following any disaster.

A. Points of Distribution

A point of distribution is a designated location used to distribute essential supplies following a federally declared disaster.

1. OHSEP will request assistance from the Louisiana Army National Guard (LANG) and the jurisdictional law enforcement agency to assist with traffic control and crowd control.
2. Citizens will be instructed on what roads to use to enter the line for the POD and what routes they must take to exit the area.
3. LANG and law enforcement will be strategically stationed to direct citizens and to ensure that peace and order are kept along the assigned routes and at the POD.
4. Any vehicles that are parked along the route that impede the operation will be towed at the owner's expense.
5. Any person not acting in a peaceful and orderly fashion will be asked to leave the area. Refusal to leave could result in arrest.
6. Each household will be allowed to one "set" of supplies per household. Proof of residency will be required.
7. Every effort will be made to ensure that households are not receiving a duplication of supplies. Each citizen will be required to present a government identification and proof of residency, i.e. current utility bill, voter registration card.
8. Each volunteer/worker working the POD will be instructed to have security remove any person they recognize as having already received supplies. Failure to leave or causing a disturbance may leave the citizen open to arrest.
9. PODS will be discontinued once local businesses start re-opening or the need for basic supplies has been met.

B. Drive-Through PODS

1. Several locations throughout Iberia Parish have been selected as proposed drive through points of distribution.
2. LANG and National Guard will control traffic by blocking one lane of traffic is closed for overflow traffic or by temporarily making the road a one-way road during the operation.

3. Citizens will follow the direction of LANG and law enforcement in regards to traffic flow.
 4. Citizens will not be allowed to park their vehicle on the roadside causing it to hinder the flow of traffic. Any vehicle parked hindering the flow of traffic is subject to tow at the owner's expense.
 5. While any area can be utilized for the purposes of a drive-through POD, Iberia OHSEP has mapped out several locations located in appendix.
- C. Walk Up PODS
1. Iberia Parish has identified alternate or additional points of distribution to hand out supplies. This type of point of distribution requires much more manpower to operate and will, therefore, be used only when necessary.
 2. Walk up PODS will require citizens to park their vehicle and stand in line to receive their supplies.
 3. LANG and the jurisdictional law enforcement agency will have citizens line up in an orderly fashion to receive their supplies.
 4. Citizens should leave the area immediately after receiving their supplies as not to disrupt the operation.
 5. While several locations have been identified for the purposes of walk-up PODS, the location of PODS is dictated by Iberia Parish Government.

ESF-4, FIREFIGHTING ANNEX

ESF-4-1, Firefighting

I. Purpose

- A. It is understood that fires and other issues that require fire response can be the cause of an emergency or disaster or it can intensify an existing one.
- B. Iberia Parish realizes that fires can cause extensive damage and threaten lives as well as damage or destroy property.
- C. During a natural disaster or technological event, fire services often face greater danger.
- D. Through the use of mutual aid agreements and education, Iberia Parish strives to lessen the dangers faced by firefighters and decrease the amount of property damage that could occur.

II. Resources

- A. The rural areas of Iberia Parish are served by two-full time, paid fire departments and five volunteer departments.
 1. New Iberia Fire Department (NIFD) serves the areas located inside the incorporated limits of the City of New Iberia. NIFD has a full-time, paid fire department and consists of five-manned fire stations strategically located throughout the city limits of New Iberia.
 2. Iberia Parish Fire Protection District #1 (IPFPD) – The Iberia Parish Fire Protection District has two locations in the Parish that are manned 24/7 with paid firefighters. The main responsibility of the IPFPD is to respond to fire and medical calls in locations not located within the municipal limits of any city, town or village in Iberia Parish. To ensure that ample personnel respond to calls, these firefighters also respond, as requested by mutual aid agreements, with the municipal fire departments in the City of Jeanerette, Town of Delcambre and the Village of Loreauville.
 3. Volunteer Firefighters - To better service the citizens of Iberia Parish and reduce response times to fire and medical calls, the IPFPD has five volunteer departments and fire stations strategically located throughout Iberia Parish. These volunteer departments are dispatched to calls within their assigned station's jurisdiction. These firefighters are stationed to one of the following volunteer-based departments: BOM (Belaire/Olivier/Morbihan) Volunteer Fire Departments, Coteau Volunteer Fire Department, Grand Marais Volunteer Fire Department, Rynella Volunteer Fire Department, and Lydia Volunteer Fire Department.
 4. Jeanerette Volunteer Fire Department consists of one full-time, paid fire chief and several volunteer fire fighters that responds to fire and medical calls within the incorporated limits of the town of Jeanerette.
 5. The Loreauville Volunteer Fire Department is an all-volunteer fire department that responds to fire and medical calls within the incorporated limits of the village of Loreauville.
 6. The town of Delcambre, which is located in both Iberia and Vermilion Parishes, is served by the Delcambre Volunteer Fire Department. They respond to fire and medical calls in the entire incorporated limits of the town of Delcambre.
 7. The Acadiana Regional Airport Fire Department is manned during those times that the control tower is open. This fire department is responsible for fires and air incidents that occur within the area of the runway. This department does not respond to day-to-day fire calls away from the airport.
 8. The Iberia Parish Communications Center dispatches all fire calls in the Parish.

- B. Iberia Parish's fire departments work closely together on a day-to-day basis and each is familiar with the fire-fighting equipment located within each department. In addition, Iberia Parish Fire Protection District #1, Jeanerette Volunteer Fire Department, Loreauville Volunteer Fire Department, Delcambre Volunteer Fire Department, BOM Volunteer Fire Department, Coteau Volunteer Fire Department, Grand Marais Volunteer Fire Department, Rynella Volunteer Fire Department, and the Lydia Volunteer Fire Department operate as one entity for dispatch purposes and under mutual aid agreements. This allows for speedier dispatch as well as a more rapid response to larger fires, hazardous materials call and other major incidents.
- C. Each fire station is completely equipped with fire engines and other firefighting equipment that allows each division to act as a separate entity. Specialty equipment, such as extrication equipment or material to handle hazardous material is stored at stations centrally located to maintain a more efficient response time.

III. General Information

- A. The responsibilities of the fire service in disaster situations are basically the same as in daily operations, just on a much larger scale. Their primary responsibility is fire control, however, many of the local fire departments are trained to respond to hazardous materials incidents, search and rescue operations and trained as paramedics and emergency medical technicians.
- B. It is the responsibility of each battalion or fire chief to determine the level of training needed by firefighters under their command.
- C. Each of the fire departments, with the exception of the Acadiana Regional Airport Fire Department, have the same basic responsibilities:
 - 1. Coordination of all fire service activities within their jurisdiction.
 - 2. Fire suppression.
 - 3. Fire prevention.
 - 4. Support in evacuating of citizens during a disaster.
 - 5. Fire code enforcement.
 - 6. Support for radiological events.
 - 7. Response to hazardous materials incidents.
 - 8. Assist in the rescue during emergencies or disasters.
 - 9. Assist in the search of missing persons.
- D. Fire Safety Education

Fire safety information is shared in the following ways:

- Education starts with elementary aged children and programs presented during Fire Safety Week and throughout the school year.
- Media spots highlighting the importance of fresh batteries in both smoke detectors and carbon monoxide detectors.
- Media spots highlighting the safe use of space heaters.
- Presentations on fire safety in the home using a trailer that simulates the dangers of smoke inhalation.
- Programs, when funds are available, to place smoke detectors and carbon monoxide detectors in the homes of the elderly and handicapped.
- Inspect public building, new construction and remodeled buildings for violations of fire codes and building codes.
- Participation in "Meet Your First Responders" days in conjunction with law enforcement and the Office of Homeland Security. It offers an avenue to present basic fire prevention tips to children and their parents.

ESF-5, INFORMATION AND PLANNING ANNEX

ESF-5-1, Emergency Management

I. Purpose

ESF-5 provides for operational direction, control and management of local and Parish activities and resources available for or committed to emergency or disaster operations. It encompasses all emergency activities conducted by local and Parish governments, private industry and non-governmental organizations (NGO) before, during and after natural and man-made emergencies and disasters. This ESF includes planning and preparations before emergencies, collecting, communicating and analyzing information about impending and impacting emergencies, assessing the impact and damages from emergencies and disasters, setting all available resources into motion and restoring the affected people and property to their pre-disaster condition, whenever possible.

II. General Information

A. The OHSEP Director has primary responsibility for the Emergency Management ESF. Actions will be carried out in accordance with Parish policies and State statute governing Emergency Management. The phases of emergency management are:

1. Mitigation – Iberia Parish, through FEMA’s Hazard Mitigation grant program, other FEMA grant programs and Parish funding, is constantly looking for ways to protect the lives and property of the citizens of Iberia Parish.
2. Preparedness – The OHSEP Director will develop plans, procedures, arrangements and agreements to identify, acquire and mobilize all the resources, in and out of the Parish, in pursuit of raising the preparedness of the Parish. In addition, he or she will develop and maintain information and liaisons with agencies and organizations from local and Parish governments, private industry and non-governmental organizations (NGO) that could furnish assistance in an emergency or disaster. The OHSEP Director will build, equip, organize and maintain the Emergency Operations Center as a control and coordination facility for Parish departments and agencies, private industry and volunteer groups to come to work together to deal with the potential and actual consequences of emergencies or disasters.
3. Response – As an emergency threatens, the OHSEP Director will assess the threat and potential needs and alert and mobilize appropriate local and Parish agencies, private industry and NGO whose capabilities would be best suited to responding to the emergency. He/She will establish and monitor information gathering and reporting activities to get the best possible information on the emergency or disaster. If an emergency generates needs that grown beyond local and Parish resources, private industry and NGO, the OHSEP Director will notify the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) to request the needed resources from other Parish and local governments, out of state agencies or the federal government.
4. Recovery – Emergency management response activities will continue as long as they are needed. The director will continue to monitor resource needs to determine when activities can be turned into recovery. As soon as possible after an emergency or disaster, all agencies involved will conduct damage assessment activities. Damage assessments will be used to define the need for resources and strategies needed for recovery. The Disaster Recover Manual will be used to guide all damage assessment, analysis, documentation and report of damages. The OHSEP Director will work with local and Parish government agencies, private

industry and NGO to ensure that relief and restoration efforts are channeled through long-term recovery to the areas with the greatest needs.

III. Iberia Parish Office of Homeland Security and Emergency Preparedness

- A. The Iberia Parish Office of Homeland Security and Emergency Preparedness is responsible for initiating, organizing and coordinating all aspects of emergency management in Iberia Parish.
- B. Iberia Parish Government, through the use of hazard mitigation funds, has hardened many of the vital facilities against flooding and hurricane force winds in the Parish. As hazard mitigation funds become available, the Parish will strive to complete this task.
- C. The support agencies are responsible for developing and maintaining plans, procedures and asset inventories to support the primary coordinator. Support agencies include, but are not limited to:
 1. Iberia Parish Government, Administration
 2. Iberia Parish Council, Administration
 3. City of New Iberia, Administration
 4. City of Jeanerette, Administration
 5. Town of Delcambre, Administration
 6. Village of Loreauville, Administration
 7. Iberia Parish Sheriff's Office
 8. New Iberia Police Department
 9. Jeanerette Police Department
 10. Delcambre Police Department
 11. Iberia Parish Public Works
 12. New Iberia Public Works
 13. Jeanerette Public Works
 14. Loreauville Public Works
 15. Delcambre Public Works
 16. Central Louisiana Electric Company (CLECO)
 17. Entergy
 18. Louisiana Water Company (LAWCO)
 19. Iberia Parish Waterworks, District 3 aka Coteau Water
 20. City of Jeanerette, Water Plant
 21. Bayou Teche Waterworks
 22. Centerpoint Energy
 23. Iberia Parish Fire Protection District #1
 24. New Iberia Fire Department
 25. Jeanerette Volunteer Fire Department
 26. Delcambre Volunteer Fire Department
 27. Loreauville Volunteer Fire Department
 28. Acadiana Regional Airport Fire Department
 29. Coteau Volunteer Fire Department
 30. Belaire/Olivier/Morbihan Volunteer Fire Department
 31. Grand Marais Volunteer Fire Department

- 32. Rynella Volunteer Fire Department
- 33. Lydia Volunteer Fire Department
- 34. AT&T
- 35. Cox Communications
- 36. Verizon
- 37. T-Mobile
- D. The OHSEP Director works closely the Public Works Directors to ensure that debris is removed from the roadways and neutral grounds where utility companies would need to work to restore utilities for the vital facilities.
- E. The OHSEP Director and his staff participate in tabletop exercises, drills and mock-disasters whenever possible to sharpen the staff's skills and discuss items that could happen during an actual disaster or emergency in Iberia Parish.

IV. Critical Facilities and Essential Services

Following any disaster or emergency, there is the possibility of the loss of a critical facility or the need for relocation due to contamination or continuing danger. The OHSEP staff is continuously looking for buildings throughout the Parish with the intention of identifying structures that can be used for either essential services or continuity of government.

- A. The following structures are considered to be government owned critical structures in Iberia Parish:
 - 1. Acadiana Regional Airport Administrative Building, 1404 Hangar Drive, New Iberia
 - 2. Acadiana Regional Airport Control Tower, 1213 Ember Drive, New Iberia
 - 3. Iberia Parish Animal Control Shelter, 2017 Seaway Access, New Iberia
 - 4. Iberia Parish Jail, 3618 Broken Arrow Road, New Iberia
 - 5. BOM Volunteer Fire Department, 3017 Old Jeanerette Road, New Iberia
 - 6. Coteau Volunteer Fire Department, 4715 Hwy 88, New Iberia
 - 7. Grand Marais Volunteer Fire Department, 2816 College Road, Jeanerette
 - 8. Iberia Parish Fire Protection District #1, 2309 Avery Island Road, New Iberia
 - 9. Iberia Parish Fire Protection District #1, Administrative Office, 2309 Avery Island Road, New Iberia
 - 10. Iberia Parish Fire Protection District #1, 2417 Darnall Road, New Iberia
 - 11. Lydia Volunteer Fire Department, 7209 Weeks Island Road, New Iberia
 - 12. Rynella Volunteer Fire Department, 5105 Avery Island Road, New Iberia
 - 13. New Iberia Fire Department, Administrative Office, 225 Prairie Avenue, New Iberia
 - 14. New Iberia Fire Department, Station 1, 560 Charles, Street, New Iberia
 - 15. New Iberia Fire Department, Station 2, 531 Weeks Street, New Iberia
 - 16. New Iberia Fire Department, Station 3, 800 Trotter Street, New Iberia
 - 17. New Iberia Fire Department, Station 4, 421 North Landry Drive, New Iberia
 - 18. New Iberia Fire Department, Station 5, 400 W. Admiral Doyle Drive, New Iberia
 - 19. Jeanerette Volunteer Fire Department, 1436 Church Street, Jeanerette
 - 20. Jeanerette Volunteer Fire Department, 1820 Martin Luther King Drive, Jeanerette
 - 21. Loreauville Volunteer Fire Department, 119 Bridge Street, Loreauville

22. Loreauville Volunteer Fire Department, 1008 North Main Street, Loreauville (Under construction. Estimated completion date 6/2023)
23. Delcambre Volunteer Fire Department, 302 North Railroad Street, Delcambre
24. Iberia Parish Courthouse, 300 Iberia Street, New Iberia
25. Iberia Parish Courthouse Annex, 121 West Pershing Street, New Iberia
26. New Iberia City Hall, 457 East Main Street
27. Jeanerette City Hall, 1010 Main Street, Jeanerette
28. Loreauville Town Hall, 103 South Main Street, Loreauville
29. Iberia Parish Sheriff's Office, Patrol Division, 4701 West Admiral Doyle Drive, New Iberia
30. New Iberia Police Department, Patrol Division, 459B East Main Street, New Iberia
31. Jeanerette Police Department, 811 Canal Street, New Iberia
32. Iberia Parish 911 1111 Ember Drive, New Iberia
33. Iberia Parish Emergency Operations Center 1111 Ember Drive, New Iberia
34. City of New Iberia, Public Works, 1303 J. Allen Daigre Drive, New Iberia
35. Iberia Parish Public Works, 5013 Avery Island Drive, New Iberia (Several Structures)
36. City of Jeanerette, Public Works, 1611 Martin Luther King Drive, Jeanerette
37. New Iberia Waste Water Treatment Plant, 800 Sucrose Drive, Jeanerette
38. Jeanerette Waste Water Treatment Plant, 800 Landry Street, Jeanerette
39. Iberia Medical Center, 2315 East Main Street, New Iberia
40. Iberia Medical Center, North Campus (formerly Dauterive Hosp.) 600 North Lewis Street, New Iberia
41. Jeanerette Rural Health Clinic, 217 Bourg Street, Jeanerette
42. Iberia Parish Health Unit, 715-B Weldon Street, New Iberia
43. Veteran's Memorial Building, City Park, 500 Marie Street, New Iberia
44. Veteran's Memorial Building, City Park, 1600 Tarleton Street, Jeanerette
45. Iberia Parish Mosquito Control, 611 Old Central Taxiway, New Iberia
46. Cyr Gates Recreation Center, 300 Parkview Drive, New Iberia
47. West Park Recreation Center, 1200 Field Street, New Iberia
48. King Joseph Recreation Center, 701 Hebert Street, Jeanerette
49. Ward 8 Recreation Center, 803 Hubertville Road, Jeanerette
50. Willow Wood Multi-Purpose Building, 113 Willow Wood Drive, New Iberia
51. Iberia Parish Permitting, Planning & Zoning, 715-A Weldon Street, New Iberia
52. Jeanerette Water Plant, 710 Pellerin Street, Jeanerette
53. Water Works District #3, 4104 Coteau Road, New Iberia
54. State of Louisiana, Department of Wildlife & Fisheries, 2415 Darnall Road, New Iberia
55. State of Louisiana, Department of Child & Family Services, 705 Bayard Street, New Iberia
56. State of Louisiana, University of Louisiana at Lafayette, New Iberia Research Center, Acadiana Regional Airport (Several Structures)
57. Iberia Parish Sewerage District #1, 2617 Northside Road, New Iberia
58. New Iberia Sewerage Plant #3, 200 Parker Street, New Iberia
59. State of Louisiana, Department of Transportation & Development, 2311 Hwy 14, New Iberia

60. Louisiana Army National Guard, 700 Parkview Drive, New Iberia
61. Louisiana Army National Guard, 291 Martin Luther King Drive, Jeanerette
- B. The following are critical facilities or buildings that house essential services that are not government owned in Iberia Parish are:
 1. Morton Salt Mine, 11217 Morton Road, Weeks Island
 2. Acadian Ambulance Service, 571 East St Peter Street, New Iberia
 3. Acadian Ambulance Service 2511 Main Street, Jeanerette
 4. Iberia Comprehensive Health Clinic, 806 Jefferson Terrace Boulevard, New Iberia
 5. Central Louisiana Electric Company (CLECO,) 1015 Progress Street, New Iberia
 6. AT&T, 201 Center Street, New Iberia
 7. Louisiana Water Company (LAWCO,) 448 East Main Street, New Iberia
 8. Louisiana Water Company (LAWCO,) Water Plant, 498 West Main Street, New Iberia
 9. Entergy, 5620 Port Road, New Iberia
- V. Site Evacuation

Each critical facility and each department is responsible for an evacuation plan for their office or building.

- A. Iberia Parish OHSEP and Emergency Operations Center (EOC)

The Emergency Operations Center is currently located at 1111 Ember Drive at the Acadiana Regional Airport in New Iberia. This facility also houses the 911 PSAP.

 1. The OHSEP office, the EOC and the 911 office are located approximately 24 feet above mean sea level.
 2. It is also located approximately 1.07 mile from the rail line.
 3. It is located 1.2 mile from Spanish Lake.
 4. The backup EOC is officially located at 2417 Darnall Rd in New Iberia, however, the Parish Fire Chief has offered the use of any of the Parish Fire Stations throughout the Parish ensuring that the EOC can be moved to a safe location.
 5. The initial call for any disaster or emergency will most likely be received at the Iberia Parish Communications Center located at 1111 Ember Drive in New Iberia. It is located in the same building as the Emergency Operations Center.
 6. The backup Public Safety Answering Point is located in the Iberia Parish Courthouse basement at 300 Iberia Street, New Iberia.
- VI. EOC Operations

Operations of the Emergency Operations Center fall under the responsibility of the OHSEP Director or his designee.

- A. Emergency Action Levels
 1. Natural Disaster – In most instances, the OHSEP staff is notified of an imminent disaster by the National Weather Service. OHSEP will use the same terminology as the National Weather Service to describe each weather-related incident.
 - a. Watch – A watch is used when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. The OHSEP Director or his designee will place all emergency personnel on standby.

- b. Warning – A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent or has a very high probability of occurring. A partial activation of the EOC is initiated.
- c. Impact – The hazardous weather or hydrologic event is occurring. Full activation of the EOC is ordered.
- d. Recovery – The closing of the EOP is the decision of the OHSEP Director or the Parish President. It is closed once the danger has passed and the calls for assistance have ceased or slowed. Response activities are continued as needed, preliminary assessment of damages conducted and a report are made to the State EOC. This is followed by local and State damage assessment reports.

2. Man-made disasters

With the large number of possibilities of man-made events, OHSEP will respond to each incident with a force equal to that of the incident. The OHSEP Director will order the appropriate EOC activation to match the intensity of the incident.

VII. Threats That May Affect the EOC

A. Rail Incidents

A rail incident, with or without a hazardous material release, could potentially gravely damage or destroy most of the Iberia Parish Courthouse, the downtown areas of New Iberia and/or Jeanerette and cause numerous injuries and/or fatalities.

B. Hurricanes and tropical weather systems – As a coastal Louisiana Parish, Iberia Parish is prone to the damage, localized flooding and the surge associated with hurricanes and other tropical weather systems.

C. The OHSEP Director strives to keep all persons working in the EOC safe.

- 1. During many emergencies, the Iberia Parish Communications Center building is closed for business and only authorized persons are allowed into the building.
- 2. In many instances, law enforcement personnel and members of the Louisiana National Guard are assigned to the EOC and act as security for those working the EOC.

VIII. Resource Needs

- A. Currently, OHSEP staff is limited. As the demands placed on the OHSEP offices and the EOC personnel grow, additional staff members will be needed. Currently the EOC is staff by OHSEP personnel, Iberia Parish Communications District personnel and volunteers.
- B. OHSEP strives to update the technology available during an emergency. GIS personnel has the ability to work remotely or in the EOC.

IX. Record Keeping

All vital information regarding emergencies and disasters are kept in the OHSEP office.

- A. All records pertaining to FEMA claims must be kept for no less than three years past the official date that the claim is closed by FEMA.
- B. The possibility of all litigation pertaining to either criminal or civil cases, or any possible appeals, has passed.
- C. Copies of these records are stored either in the OHSEP office or in the storage area assigned to OHSEP. These records are also scanned and kept electronically on the IPG server.

X. Training

All personnel that working the OHSEP office are required to complete basic NIMS classes. The director and his assistant complete all of the required courses listed in the Emergency Management Performance Grant (EMPG,) to include advanced classes dealing with the National Incident Management System (NIMS) and Incident Command System (ICS) and many other classes that deal with emergency management and the handling of disasters and emergencies. The director and his assistant will also take part in table-top exercises, classes and seminars, and various other exercises offered by GOHSEP, State and local government agencies and private companies.

ESF-6, MASS CARE, EMERGENCY ASSISTANCE, TEMPORARY HOUSING AND HUMAN SERVICES ANNEX

ESF-6-1, Mass Care, Sheltering

I. Purpose

This plan establishes procedures for the sheltering and care of the population who are victims of any man-made or natural emergency situation within and/or in the surrounding areas of Iberia Parish. For the purpose of this Emergency Operations Plan, "population" is defined as the citizens and household pets of Iberia Parish.

II. Situation and Assumptions

- i. Public shelters will be opened, manned and used during periods of emergency and disasters only.
- ii. Not all residents will use public shelters. Some will remain at their residence or will seek shelter with relatives or friends.
- iii. Facilities will be designated for lodging institutionalized and special needs groups.
- iv. The shelter concept will reduce the number of casualties resulting from a disaster situation.
- v. The Iberia Parish Shelter Program is a combination of methods that can be utilized to afford the best available protection.
- vi. All shelter locations are determined by conditions such as elevation, proximity to an incident and best available protection. All shelters will be approved pre-disaster, if possible, by the American Red Cross.
- vii. Iberia Parish has no plans to open a shelter prior to landfall for any tropical cyclone forecast to hit this area.
 1. With the threat of storm surge and flooding and the fact that Iberia Parish has no public buildings rated for hurricane force winds, the Parish will open a shelter of last resort only if it becomes absolutely necessary.
 2. While several buildings have been considered, no buildings have been chosen as a shelter of last resort. Iberia Parish Government will determine which building in the Parish would be best based upon the strength of the winds of the approaching storm, the amount of rain predicted to accompany the storm and the predicted landfall location.
- viii. The American Red Cross will operate and be responsible for shelter facilities during or following any disaster.

III. Organization and Assignment of Responsibilities

A. Iberia Parish Office of Homeland Security and Emergency Preparedness

1. Specific duties in regard to opening a shelter are:
 - a. Maintain a list of all approved shelters in the Parish. Information that should be on this list includes, but is not limited to:
 1. Physical location of shelter(s).
 2. Phone number for person responsible for the facility as well as the phone number to the facility.

3. Resources not available at each shelter location, if any.
 - b. Maintain a current list of American Red Cross representative(s.)
 - c. Arrange for periodic shelter surveys.
 - d. Arrange with the Iberia Parish Health Unit and social service agencies to assist in shelter operations.
 - e. Prepare signage to identify shelter.
 - f. Ensure a police presence for security and a fire department presence to ensure that all occupants and volunteers at the shelter are safe from hazards.
 - g. Obtain periodic updates from all shelter locations.
 - h. Periodically update GOHSEP on shelter information to include, but not limited to:
 - (1) The number and locations of shelters opened.
 - (2) A periodic count of the number of evacuees at each shelter.
 - (3) Any major issues that occur at any shelter.
 - (4) If it is necessary to evacuate a shelter.
 - (5) If any additional resources are needed that cannot be obtained locally. All requests for resources must be made through WebEOC.
 2. If a shelter is necessary, open shelter(s) using American Red Cross guidelines. American Red Cross will assume responsibility, with the assistance of Iberia Parish CERT, upon their arrival.
- B. Iberia Parish Community Emergency Response Team (CERT)
1. Open shelter(s), as needed, using American Red Cross guidelines. The use of Red Cross guidelines ensures a smooth transition once American Red Cross takes over shelter management.
 2. Ensure that all occupants of the shelter(s) are registered and the information is entered into the appropriate State or Federal system. This includes all service animals and household pets being housed.
 3. Ensure that all shelter occupants have sufficient food and drink. Basic food, such as sandwiches and snacks, will be provided until the Red Cross takes over management of the shelter or until alternate feeding arrangements can be made.
 4. If the shelter is a result of a sudden emergency, the shelter manager or medical personnel should question shelter occupants to ensure they are in possession of any life sustaining medications and/or medical equipment.)
 5. Immediately call 911 for any major issue that could threaten the life of any shelter occupant or staff.
 6. Log down any problems or issues and immediately report any unusual or major issues to the EOC staff.
 7. The shelter manager will work closely with the American Red Cross to ensure a smooth transition from a Parish-run shelter to an American Red Cross Shelter.
 8. Ensure that each evacuee is evaluated and case managers are assigned as soon as possible to ensure that all evacuees that have no place to go post disaster are identified and assisted.
- C. American Red Cross
1. Responsible for inspecting and approving all shelters prior to any disaster.
 2. Responsible for staffing designated shelters post-disaster.

3. Provide family support services.
4. Coordinates shelter use with EOC.
5. Maintain shelter log and evacuee inventory and make period reports to the EOC.
- D. Law Enforcement
 1. Provide security at designated shelters as well as at reception/staging areas.
 2. Provide traffic control, as necessary, at shelters.
 3. Assists with emergency medical problems at shelters.
- E. Fire Services
 1. Periodically survey shelter sites for fire safety and report deficiencies to EOC.
 2. Provide fire suppression, if necessary, at shelters.
 3. Assist with basic first aid, as needed.
 4. Assist law enforcement maintain a secure shelter by reporting any security issues to law enforcement or to the shelter manager immediately.
- F. Military
 1. Prepare for mass feeding assistance at shelter(s,) if needed.
 2. Deliver emergency water and food supplies, as needed.
 3. Assist law enforcement with shelter security, as needed.
- G. Animal Control (Shelter Manager and Animal Control Officers)
 1. Operate animal shelter(s) in conjunction with human shelter(s.) It should be noted that an attempt should be made to have all household pets and their owners and service animals and their owners co-located at one shelter. This will eliminate the need for additional pet care personnel and should help those evacuees susceptible to allergy related illnesses.
 2. For shelters located within municipalities, local animal control personnel may be called upon to assist.
- IV. Convicted Sex Offenders
 - A. The admittance of sex offenders is a complicated, controversial matter. While Iberia Parish is bound to provide safe haven to all of its citizens, Louisiana law prohibits sex offenders to be located in a public disaster shelter. The offender should be allowed entry into the shelter and he/she must be segregated from the general population.
 - B. Upon being approached by a sex offender, the shelter manager or workers should immediately notify law enforcement on-scene of the offender's presence.
 - C. The shelter manager should notify the EOC of the presence of the sex offender at the shelter.
 1. The EOC will immediately contact the Iberia Parish Sheriff's Office Sex Offender Unit to take custody of this person until verification can be made as to his sex offender status.
 2. If the Iberia Parish Sheriff's Office Sex Offender Unit is not available, the EOC should notify the State EOC of the offender's presence in a public disaster shelter. They will contact State Police to take custody of the offender.
 3. Law enforcement will segregate the offender from the population of the shelter and have visual contact on the offender at all times.
- V. Resources

Iberia Parish has the resources and personnel to open one or two shelters. In a widespread disaster where multiple shelters are needed, Iberia Parish Government will need both supplies and personnel to assist in shelter operations.

- A. Currently, only a few of the approved shelters have electrical transfer switches. Generators will be needed at these locations for long-term shelters. Work continues to install transfer switches at all Parish owned facilities.
- B. If multiple shelters are needed for a disaster, additional law enforcement and firefighters may be needed to work the shelters.
- C. In the event of a wide-spread catastrophe, evacuees will be transported to a shelter outside of the danger zone where they will remain until after the danger has passed. Essential supplies, however, will still be needed for first responders and other essential personnel working the disaster.
- D. During a disaster, any requests for any type of resource, i.e. supplies or personnel, that cannot be obtained locally or through contracts should be requested using the State system, WebEOC.

VI. Evacuation of a Shelter

Site Emergencies or other disasters or emergencies could occur while a disaster shelter is open. With any shelter emergency, the OHSEP Director and Parish President must carefully consider all facts and decide if the danger is greater to have the shelter occupants and works stay at the shelter in question or if they must be moved to a safer location.

- A. The following questions should be considered when deciding whether a disaster shelter should be evacuated:

- 1. Could the incident escalate to the point that all shelters will need to be evacuated?
- 2. How do you identify those that have need to be evacuated from a shelter and have no transportation?
- 3. How do you evacuate the injured and medical special needs patients quickly and safely?
- 4. Do hospitals need to activate their evacuation plans and is the staff on hand adequate to safely evacuate the patients?

- B. Evacuation Procedures

If it becomes necessary to evacuate any or all of the disaster shelters, the following procedures should be followed:

- 1. The EOC will contact the Iberia Parish School Board and SMILE to send any and all available buses to the shelter(s) that need to be evacuated.
- 2. While buses are enroute to the shelter, the OHSEP Director, Parish President, law enforcement representatives, fire chiefs and any other specially trained personnel will determine the safest locations to send the evacuees and the safest routes to reach their destination.
- 3. If at all possible, the new shelter(s) should be located at an American Red Cross certified shelter.
- 4. EOC should attempt to find law enforcement, fire fighters and other employees or volunteers to assist shelter management with the moving of the evacuees.
- 5. If the shelter occupants have completed their registration prior to the evacuation, they should be brought to a safe location, well out of the danger zone.
 - a. Any evacuee that has not completed registration should be immediately registered upon arrival to the safe location.

- b. Shelter managers need to be prepared for new evacuees that have self-evacuated at the new shelter.
- 6. Shelter workers and others assisting with the evacuation should be vigilant in watching evacuees for signs of illness, undue stress or injury.
 - (1) Call 911 or contact medical personnel on scene if there are questions about an evacuee's health.
 - (2) Do not allow an evacuee to go to a hospital or other medical facility without first confirming that the medical facility is accepting patients.
- 7. Shelter personnel should contact the EOC with frequent updates during the evacuation and set-up at the new shelter. Report any issues that may have occurred.
- 8. Animal control officers will be asked to leave their job-related vehicles at the shelter in order to quickly move any and all pets quickly in the event that a shelter must be evacuated.
- 9. EOC personnel should immediately notify GOHSEP and the American Red Cross of any change of location of a shelter.

VII. American Red Cross Certified Shelters

The following buildings have been approved by the American Red Cross for use as shelters:

- A. Cyr-Gates Community Center, 300 Parkview Drive, New Iberia
- B. Veteran's Memorial Building, 500 MIA-POW Drive, New Iberia
- C. Ward 8 Recreation Center, 803 Hubertville Road, Jeanerette
- D. Willow Wood Recreation Center, 113 Willow Wood Drive, New Iberia
- E. Belle Place Middle School, 4110 Loreauville Road, New Iberia
- F. Coteau Elementary School, 2414 Coteau Road, New Iberia
- G. Daspit Elementary School, 1103 Daspit Road, New Iberia
- H. Belle Place Elementary School, 411 LeBourgeois, New Iberia
- I. Iberia Middle School, 613 Weeks Island Road, New Iberia
- J. Jeanerette Elementary School, 600 Ira Street, New Iberia
- K. Jeanerette Senior High School, 8217 East Old Spanish Trail, Jeanerette
- L. Loreauville High School, 410 North Main Street, Loreauville
- M. Magnolia Elementary School, 3116 East Admiral Doyle Drive, New Iberia*
- N. New Iberia Senior High School, 1301 East Admiral Doyle Drive, New Iberia
- O. North Lewis Elementary School, 604 North Lewis Street, New Iberia*
- P. Pesson Elementary School, 619 Broussard Street, New Iberia
- Q. St. Charles Street Elementary School, 1921 St. Charles Street, Jeanerette
- R. Sugarland Elementary School, 2403 Jefferson Island Road, New Iberia
- S. Westgate High School, 2305 Jefferson Island Road, New Iberia
- T. West End Park Recreation Center, 1200 Field Street, New Iberia
- U. Willow Wood Park Recreation Center, 113 Willow Wood Drive, New Iberia
- V. King Joseph Park Recreation Center, Martin Luther King Drive, Jeanerette
- W. Ward 8 Recreation Center, 803 Hubertville Road, Jeanerette

- X. West St. Mary Civic Center, 1472 Highway 318, Jeanerette (located in St. Mary Parish, for use in incidents that residents on the west side of Jeanerette would face greater danger traveling east toward New Iberia.)

VIII. Emergency Housing

- A. It is expected that there will be a housing shortage after any major emergency or disaster in Iberia Parish.
 - 1. If there is a declared natural disaster, FEMA should assist Iberia Parish officials in providing temporary housing for those displaced by a disaster.
 - a. OHSEP and Iberia Parish Government will find the resources for FEMA to efficiently take the applications for emergency assistance from Iberia Parish residents affected by the disaster. These resources include, but are not limited to, a building large enough for FEMA to conduct their business, computers, and security for the site(s.)
 - b. Iberia Parish Housing Authority and municipal housing authorities will assist in locating empty homes for rent and, if necessary, arrange governmental financial assistance.
 - c. Iberia Parish Government will assist in locating land, if necessary, for the placement of temporary housing. If requested, IPG will also assist in finding local resources to ready the land for these temporary homes.
 - 2. In the event of a man-made disaster, OHSEP and Iberia Parish Government will work as liaisons with the responsible company to find housing for those affected by the disaster.

IX. Human Services

After any emergency or disaster, many people need help coping with the loss of life, loss of livelihood and the horrors that they have witnessed. Iberia Parish Government will attempt to arrange some type of professional help to those in need.

- A. New Iberia Mental Health Agency – A division of State Government, New Iberia Mental Health will be called upon to offer help to those that qualify.
- B. Coroner's Office – The Coroner will be called upon to contact the medical community for assistance for citizens in need.
- C. Faith Based Organizations – OHSEP is fortunate to have standing relationships with many of the churches in the community. Using the chairperson of the Iberia Parish CERT organization or another local minister to organize those clergymen who wish to help. Iberia Parish strives to reach out to all citizens in need of help for stress and post-trauma disorders or issues.

X. Training Requirements

- A. All CERT volunteers are trained in the American Red Cross guidelines for operating a shelter. Iberia Parish Government has determined that all shelters will be opened and run using these guidelines. This will ensure a smooth transition should the American Red Cross present themselves to run the shelter in question.
- B. The shelter manager should ensure that all volunteers that have not received training in American Red Cross sheltering guidelines work closely with CERT members who have received the training.

XI. Recordkeeping

- A. The shelter manager and their designee should keep a written record of all events that occur at a public disaster shelter. Make sure to denote the time and date of each item logged. Items that should be logged include, but are not limited to:
 - 1. Time the shelter is officially opened.
 - 2. A count and the identity of each evacuee housed in the shelter.

3. The names of volunteers or employees working the shelter. Volunteers are to log in and log out with the shelter manager. The manager should ensure that the following information

ESF-6-2, Levels of Evacuation

I. Purpose

The level of evacuation depends upon the type of disaster that is occurring or is imminent. For emergency management purposes there are three levels of evacuation.

II. Levels of Evacuation

A. Mandatory Evacuation – A mandatory evacuation, addressed in Louisiana Revised Statute 29:730.3, may be issued when danger is imminent and conditions exist that seriously imperil or endanger the lives of those in a defined area.

1. “A person who refused to comply with a mandatory evacuation order may remain in his home and not be forcibly removed from his home; however, all public services are suspended during a mandatory evacuation, and anyone failing to comply with a mandatory evacuation may not be rescued or provided other lifesaving assistance. During a hurricane, a person failing to comply with evacuation orders may not be rescued or provided other lifesaving assistance after the onset of and during tropical storm force winds or higher at the Louisiana coast.” (R.S. 29:730.3, D:2)
2. “Exceptions to a mandatory evacuation are essential workforce or critical workforce. Any nonessential person found traveling through the area will be subject to arrest or escorted out of and not permitted to reenter the area.” (R.S. 29:730.3, D:3)
3. A mandatory evacuation shall be lifted, in whole or part, only after public services are available in the area and that area is opened for reentry...” (R.S. 29:730:3, E:1)
4. “Once out of the evacuation area, no unauthorized person, including residents, shall be permitted to return until conditions permit and the evacuation order is lifted, and the area opened for reentry...” (R.S. 29:730:3, E:2)
5. “An unauthorized person found to be on the property of another or on a public street, place, or other public property shall be subject to arrest or forcible removal from the evacuation area.” (R.S. 29:730.3, E:3)
6. “During a mandatory or forced evacuation, a twenty-four hour per day curfew shall automatically be imposed in the evacuation area prohibiting the presence on a public street or in a public place of anyone who is not designated as essential workforce or critical workforce until such curfew is lifted or amended by the parish homeland security and emergency preparedness agency.” (R.S. 29:730.3, G)
7. In the event of a mandatory evacuation, the Parish will provide transportation to those that have no transportation, unreliable transportation or cannot afford the fuel to evacuate. Transportation will only be provided from Parish Collection Points to the Parish Pickup Point and from the Parish Pickup Point to the designated shelter for Iberia Parish residents in the city of West Monroe, if applicable.
8. Even if a mandatory evacuation has been ordered, Iberia Parish has no intention of opening public shelters prior to or during a tropical weather system.
 - a. Residents are expected to evacuate outside of the Parish in a safe location.
 - b. Iberia Parish has the capability, in the event of a mandatory evacuation, for residents to be sheltered in West Monroe.

- c. Iberia Public shelters will not be opened until the storm has left the area, emergency services have been restored and a determination has been made that the Parish is safe for residents.
- B. Voluntary Evacuation – A voluntary evacuation may be issued when the threat to lives is not yet imminent but conditions exist or such circumstances may exist in the near future. Persons that may be in danger should evacuate when a voluntary evacuation is called. For example, persons in low lying areas that are subject to surge should be reminded to evacuate before a tropical system reaches our Parish.
- C. Shelter-in-Place – During certain types of disasters, you may be given instructions to remain indoors or “shelter-in-place.” You will most likely be told to shelter-in-place if chemical, biological or radiological event contaminants are released. During any disaster, it is important that residents received accurate instructions on what they should do. Any press release for a disaster where shelter-in-place has been ordered should include brief instructions on how to shelter-in-place or where those instructions can be quickly found.
 - 1. How to Shelter-In-Place at Home:
 - a. Close and lock all windows and exterior doors.
 - b. If there is a danger of explosion, include instructions to close the window shades, blinds and curtains.
 - c. All fans, heating and air conditioning systems should be turned off and fireplace damper closed, if applicable.
 - d. Instruct families to get the family disaster supplies kit and make sure the radio is working. (More information on disaster supply kits can be found at www.getagameplan.org.)
 - e. Instruct them to go to an interior room without windows that is above ground level.
 - f. Bring your pets with them. Be sure to bring additional food and water supplies for them.
 - g. Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
 - h. Instruct them to keep listening to your radio or television until an announcement is made that all is safe or they are told to evacuate by authorities. Local officials may call for evacuation in specific areas at greatest risk in the community.
 - 2. How to Shelter-in-Place at Work:
 - a. Instruct business owners to close the business, bring everyone into the room(s,) and shut and lock the door(s.)
 - b. If there are customers, clients, or visitors in the building, advise owners to provide for their safety by asking them to stay-not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately and not drive or walk outdoors.
 - c. Unless there is an imminent threat, owners should ask employees, customers, clients and visitors to call their emergency contact to let them know where they are and that they are safe.
 - d. Instruct them to close and lock all windows, exterior doors and any other openings to the outside.
 - e. If there is a danger of explosion, instruct them to close the window shades, blinds and curtains.

- f. Have employees familiar with the building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air for outside air. These systems need to be turned off, sealed or disabled.
 - g. Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
 - h. Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Rooms with mechanical equipment such as ventilation blowers or pipes should be avoided. This type of equipment may not be able to be sealed from the outdoors.
 - i. It is ideal for the business to have a hard-wired phone in the room(s) that is selected to report any life-threatening conditions. Cellular networks could become overtasked or damaged during an incident.
 - j. Duct tape and plastic sheeting to seal all cracks around the door(s) and any vents into the room.
 - k. The names and affiliation to the business (employee, visitor, customer, etc.) of each person in the room(s) should be written down and reported to the businesses emergency contact.
 - l. Each business should monitor radio or television until told that it is safe or until ordered to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.
3. How to Shelter-in-Place at School:
- a. Instruct administrators to close the school and activate the school's emergency plan, following reverse evacuation procedures to bring students, faculty and staff indoors.
 - b. Schools should provide for the safety of visitors by advising them to stay, not leave.
 - c. Telephone answering services should be provided to calm worried parents and answer their inquiries. The phone used for this purpose should be an advertised number that parents can reach. The person(s) assigned to answer these calls may need to be sealed into the room using duct tape and plastic sheeting. There should be a means of communications so that parties in all rooms being used as shelters can talk to each other.
 - d. Ideally, there should be a way for the top school official to make announcements over the school-wide public address system.
 - e. If children have cell phones, they should be allowed to use them to contact a parent or guardian to let them know that they are safe and have been asked to remain in school until further notice.
 - f. If the school is equipped with voice mail or an automated attendant, change the recording to indicate that the school is closed and that students and staff are remaining at the school until conditions are safe for them to leave.
 - g. Provide directions to close and lock all windows, exterior doors and any other openings to the outside.
 - h. If there is a danger of explosion, instruct administrators to close window shades, blinds and/or curtains.

- i. Have employees familiar with the school's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air. These systems need to be turned off, sealed or disabled.
 - j. Ensure that administrators gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
 - k. Interior room(s) above ground floor, with the fewest windows or vents should be selected. The room(s) should have adequate space for everyone to be able to sit in without overcrowding, if possible. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms and even a gymnasium without exterior windows will work well.
 - l. It would be ideal to have a hard-wired telephone in the room(s) that are selected. Call emergency contacts and have the phone available for life-threatening incident. Cellular equipment could become overwhelmed or damaged by the incident.
 - m. Everyone should be brought into the selected room(s) and the door shut and locked.
 - n. Use duct tape and plastic sheeting to seal all cracks around the door and any vents into the room.
 - o. The names of each person in each room should be written down and the school's designated emergency contact notified of this information.
 - p. School Board officials should notify the school's administration when it is safe for students to leave or for the need for the school to be evacuated. The school's administration should notify students and staff with instructions on what steps to take.
- D. Public Information Officers are reminded that all information released to the public should be approved by Joint Command. This will ensure that all information released is accurate and that all agencies involved will be releasing the same information.

ESF-6-3, PSAP Evacuation Procedure

I. Purpose

The purpose of this policy is to establish guidelines for the safe and efficient evacuation of the Public Safety Answering Point (PSAP) facility and to protect the life and safety of PSAP personnel. When an emergency such as a fire, bomb threat, natural disaster or the release of hazardous materials threatens the lives or personal safety of communications personnel, a complete or partial evacuation of the PSAP may be necessary. In the interest of maintaining 911 call answering services and retain the ability to quickly resume emergency service dispatch operations, the following will occur.

II. When to Evacuate/Evacuation Procedures

A. This PSAP Evacuation Procedure will be activated when:

1. The on-duty supervisor receives a report of visible smoke or visible flames in the building.
2. The on-duty supervisor observes smoke or flames in the building.
3. Under other circumstances that would pose a safety hazard if personnel were to remain in the building, i.e. natural gas leak, severe structural damage, total loss of power involving generator failure, active shooter that could pose a threat to Communications personnel.
4. When ordered by jurisdictional first responder commander such as fire chief, police chief, Director of Iberia Parish Office of Homeland Security and Emergency Preparedness.

B. The order to initialize the PSAP Evacuation Procedure may be activated by:

1. Director of Iberia Parish Office of Homeland Security and Emergency Preparedness/911
2. 911 Director of Operations
3. 911 Quality Assurance Manager
4. Communications Supervisor On Duty
5. Other jurisdictional first responder commander, i.e. fire chief, New Iberia Police Chief, etc.

C. If the evacuation area does not include the backup PSAP, communications personnel from all agencies assigned to the Communications Center shall proceed to the backup PSAP located at the Iberia Parish Courthouse, 300 Iberia Street, Suite 109, New Iberia, Louisiana.

D. If the backup PSAP is included in an emergency evacuation area or is deemed unsafe, operators will report to _____ and follow procedures to transfer 911 calls to that location.

E. The following duties will be accomplished while in the process of evacuating the Center:

1. If applicable, tone out the fire department announcing the location of the emergency. **DO NOT WAIT FOR A RESPONSE WHILE INSIDE THE CENTER.**
2. The on-duty operator will ensure that other OHSEP personnel in the building are aware of the emergency.
3. The on-duty supervisor will designate an operator to patch all talk groups and announce THE IBERIA PARISH COMMUNICATIONS CENTER IS ACTIVATING THE EMERGENCY EVACUATION PLAN DUE TO (type of emergency.) **Do not wait for a response.**
4. Operators assigned to monitor radio traffic will retrieve the portable radio assigned to the appropriate departments, turn the radio and turn it to the appropriate talk group. The operator assigned to fire dispatch will confirm that the fire department is enroute, if applicable.

5. Operators will retrieve other materials, i.e. street locator books, procedure manuals, tone out instructions, etc. for use at the alternate location.
6. Leave the building in an orderly fashion. All operators should meet by back-up generator. The on-duty 911 supervisor will ensure that all personnel are accounted for and direct personnel to report to the back-up PSAP or other designated location making sure that all telecommunications personnel have transportation and directions to the alternate location.
7. While enroute to the alternate location, and if time allows, the on-duty supervisor should notify Saint Martin Parish 911 Center of the possibility of Iberia Parish 911 calls going to their center while evacuating.
8. The 911 Shift Supervisor should, upon arrival at a safe location, follow procedures to roll the 911 lines to the new location.
9. Once all personnel are clear, the on-duty supervisor or their designee will notify the Communications Director of Operations of the emergency and evacuation.
10. The Communications Director of Operations will notify the Director of the Iberia Parish Office of Homeland Security and Emergency Preparedness/911 and the Systems Administrator of the emergency.

III. Sheltering-in-Place

Shelter-in place refers to a situation in which the appropriate response is to stay where you are located to protect against a hazard. Some of the reasons for operators to be sheltered in place include, but are not limited to:

- Active shooter scenario or other life-threatening law enforcement incident
- Incidents involving hazardous materials
- Incidents involving biological materials
- Incidents involving radiological materials

A. Sheltering-in-Place for a Law Enforcement Activity

In the event of an active shooter or some other life-threatening law enforcement incident, operators may be told to shelter-in-place in the Communications Center. The following actions should be taken:

1. If live fire is occurring or the threat of live fire is present, operators should crawl under the desk to ensure they are not visible to the shooter(s.)
2. If possible, block or barricade doorways into the Communications Center.
3. If the shooter or other danger is unknown, the doors should remain locked and no one should be allowed to enter the Communications Center until the incident commander indicates the danger has been rendered safe.
4. Turn off the lights in the Communications Center and, if necessary, turn computer monitors off to lessen visibility.
5. If there is a shooter in the building, the phones should go unanswered and radio silence, to the extent possible, will be maintained.
6. If the shooter or threat is not in the building, portable radios will be available in the Communications Center to maintain radio communications with those working the incidents.
7. Computer Aided Dispatch (CAD) will be abandoned and the information entered when it is safe.
8. If the shooter or threat is not in the building, phone calls will be answered, but only if it can be safely done.

9. If the on-duty supervisor thinks there is a credible threat remaining in the Communications Center, all personnel should evacuate to the restrooms and lock the doors. Personnel may bring cell phones with them, but they should be placed on silent and communicate by text message only.
 10. Operators will discontinue sheltering-in-place only under the direction of the incident commander, Director of Iberia Parish Office of Homeland Security and Emergency Preparedness/911, the Sheriff, New Iberia Police Chief or some other trusted law enforcement official.
- B. Sheltering-in-Place for Chemical, Biological or Radiological Events
- One of the instructions that may be given where a hazardous substance has been released into the atmosphere is to shelter-in-place. Should this occur, first responders trained in hazardous substances may call for a shelter-in-place.
1. When notified to shelter-in-place, the on-duty supervisor should close and lock all entrances and windows to the Communications Center. Once locked and for the safety of personnel in the Communications Center, the doors and windows are to remain closed until all clear is issued.
 2. If there are any visitors to the Center, provide for their safety by asking them to stay in the building until the all-clear signal is given by the incident commander.
 3. If there is a danger of explosion, close the window shades, blinds and/or curtains.
 4. Turn off all fans, heating and air conditioning systems.
 5. Gather essential disaster supplies, such as nonperishable food, bottled water, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
 6. Using the pre-cut plastic sheeting and duct tape to seal all cracks around the doors and any vents into the room.
 7. Write down the names of all parties in the Center and forward that information to Emergency Operations Personnel.
 8. As time allows, allow each person in the room to notify their family/emergency contact of their location and that they are safe.
 9. Notify any personnel on break or any personnel that will be reporting to work of the shelter-in-place and have them report to the back-up PSAP or other designated location.
 10. Do not open any doors or windows until the incident commander, Director of the Office of Homeland Security and Emergency Preparedness/911, the Iberia Parish Fire Protection District Fire Chief, the Sheriff or his designee or representatives from the Louisiana State Police Emergency Services Unit advises that it is clear to do so.

ESF-6-4, Mass Care, Shelter Feeding

I. Purpose

It is the responsibility of Iberia Parish Government to provide for the feeding and hydration of evacuees in any disaster mass care shelter. Iberia Parish Council has set aside funds to be used for the feeding and hydration and other needs of these evacuees. This policy dictates how that money must be spent.

II. Circumstances

The circumstances in which Iberia Parish Government may be required to feed evacuees can be broken down into three basic categories:

- A. Short Term Shelter – A short term shelter would most likely be opened during a no-notice event and would be opened for a matter of hours, instead of days.
 - 1. Iberia Parish Government will supply snacks and water if the shelter is expected to be open for at least two hours but less than twenty-four hours.
 - 2. Some of the snacks should include sugar to account for a drop in the sugar levels of any diabetic evacuees in the shelter.
 - 3. If it appears that the shelter will have to be transitioned to a long-term shelter, feeding policies will also be transitioned to those governing long-term sheltering.
- B. Shelter of Last Resort – Due to the lack of buildings constructed to withstand high hurricane force winds and threat of flooding due to surge or localized rainfall, it is the policy of Iberia Parish Government that no mass care shelter will be opened prior to the arrival of any tropical event. Iberia Parish Government does understand that it may become necessary to house those trapped on roadways during massive evacuations.
 - 1. Iberia Parish Government will instruct evacuees to supply food and water supplies from their emergency kits for the feeding of their families.
 - 2. Iberia Parish Government understands that not all evacuees will have supplies packed in their vehicles. Iberia Parish Government will keep a supply of snacks and water on hand for those that have no supplies. These snacks shall consist of items such as individually wrapped cakes and snack crackers.
 - 3. To ensure that the IPG supplied food items last for the duration of the storm, they will be distributed only to those that need food supplies and will be supplied on a schedule.
 - 4. Any leftover food items are to be stored and saved in the event that a long-term shelter will be needed for the event.
 - 5. As this type of shelter is opened at the last minute, prior to the onset of tropical storm force winds, Iberia Parish Government may not have the time to transport all of the equipment needed to run a long-term shelter.
 - a. For the safety of the evacuees and governmental employees, Iberia Parish Government does not guarantee evacuees the comforts usually available during a long-term shelter.
 - b. These comforts include, but are not limited to, cots and bedding, nutritionally balanced meals, electricity, air conditioning, etc.
 - c. Iberia Parish Government may not be able to supply specialized meals during and immediately following a storm.

- C. Long-term shelter – A long term shelter is one that will be opened for a period of at least twenty-four hours or longer. This type of shelter will require that evacuees be fed on a schedule and be provided a cot.
 - 1. Evacuees should not expect full meals for the first twenty-four to seventy-two hours of a mass care shelter. Many circumstances may result in the closure of local businesses. Food may have to be obtained from an area not affected by the disaster.
 - 2. While Iberia Parish Government is sensitive to those with special diets, it may not be possible to cater to those diets not regulated by medical necessity.
 - 3. Those on special diets should notify the shelter manager as soon as possible of their needs. If IPG is unable to provide food for specialized medical diets, the EOC will contact the Medical EOC or Iberia Medical Center for assistance in alternative meals.
 - 4. Iberia Parish Government is not responsible for the costs of meals not provided by IPG procured meals.
 - 5. If food supplies and/or meals are not available locally or through neighboring Parishes, the EOC will enter a request through WebEOC for food items.
- D. A written record will be kept of the number of meals served at each meal. This number will include the meals served to both evacuees and shelter staff. This information will be sent to the EOC on a daily basis.

III. Funding

- A. Funding for mass care shelter meals will be provided only until the American Red Cross takes over the shelter or an alternative funding source can be obtained.
- B. Meals will be procured using State Contracts or through Parish procured contracts.
- C. To ensure a smooth transition of the feeding of evacuees, caterers must be certified by the American Red Cross.
- D. Volunteers wishing to purchase any items for a shelter must receive approval for any and all purchases from the OHSEP Director, CAO or Parish President prior to a purchase being made.
 - 1. All purchases made with Parish Government funds must be made by a Parish Government employee.
 - 2. Because of the rapid changes in prices, each purchase must be procured at the time of purchase. Three bids must be received from available vendors prior to the purchase. Procurement policies must be followed in choosing the new provider.
 - 3. Any procurement questions should be directed to the Iberia Parish Procurement Officer.

ESF-7, LOGISTICS ANNEX

ESF-7-1, Donated Goods and Volunteers

I. Purpose

This ESF provides guidelines for resource support activities needed before, during and after an emergency or disaster. Resource support addresses the personnel, services, facilities, equipment, transportation, supply audit, commodity management, material and supplies needed for emergency and disaster operations, whether from government, private source or from volunteer sources.

II. Resources

- A. While some goods and services will be donated, the Parish cannot rely on these goods and services to arrive. In the event of a catastrophic event, Iberia Parish will attempt to purchase supplies or, if they are not readily available, request supplies from neighboring Parishes or from the State.
- B. During a crisis, the Iberia Parish Government's workforce is already stretched thin. IPG relies upon the assistance of volunteers and faith-based organizations to coordinate the receipt, inventory and distribution of these goods.
- C. FEMA defines donated resources as equipment, supplies, materials or labor donated to assist with response activities. Donated resources are generally, and for the purpose of this plan, categorized into three (3) categories.
 1. Volunteer labor, including logistical support
 2. Donated Equipment
 3. Donated goods and materials
- D. In addition to donated goods, many volunteers show up to offer their services to help citizens to get back on their feet. While Iberia Parish welcomes these volunteers, IPG realizes the need to organize these volunteers to ensure the safety of the volunteers and of our citizens and their property.
- E. Types of Volunteers
 1. Organized Volunteers – Organized volunteers are connected to an established organization and trained for specific disaster response activities.
 2. Spontaneous Volunteers - These individuals or groups of people seek or are invited to contribute their assistance during and/or after an event, and who are not affiliated or associated with a recognized disaster response agency, nonprofit or other relevant entity or with any part of the existing official emergency management response and recovery system and may or may not have relevant training, skills or experience.
- F. Volunteer and Donated Resources Coordinator (VDRC) – The Iberia Parish Registrar of Voters has agreed to work as the VDRC.
 1. The Registrar of voters, her staff and/or designated volunteers will coordinate the assignment of labor according to their specialty and training, work with Iberia Parish Government Planning and Zoning Director to locate a warehouse to accept and sort equipment and donated goods and materials and be responsible to instruct others on the documentation of volunteers and donated resources for possible reimbursement by FEMA. These donations must be carefully monitored and documented. Receipts must be turned in as soon as possible to the Emergency Operations Center.

2. In the event of a major catastrophe where the amount of volunteer labor, equipment and goods and materials exceeds the capability of the Registrar of Voters, Iberia Parish will request assistance from local charitable organizations or GOHSEP to provide assistance.
 3. Catholic Charities of Acadiana has agreed to accept monetary donations for emergencies and disasters. The money will be used to purchase needed goods and services for displaced citizens of Iberia Parish. All persons wishing to donate money should be directed to Catholic Charities of Acadiana for the victims of the disaster within Iberia Parish.
- G. The Iberia Parish CERT organization will work under the supervision of the Director of the Iberia Parish Office of Homeland Security and Emergency Preparedness and in conjunction with the United Way Director.
1. CERT will assist, immediately after a disaster, with basic search and rescue and basic first aid at the scene of the disaster or emergency IF IT IS SAFE.
 2. CERT will open and run public shelter(s) until the arrival of American Red Cross personnel. Because the number of evacuees could exceed the capability of trained CERT members, their numbers will be complimented by governmental employees and other volunteers, as needed.
 3. CERT may be called upon, if numbers allow, to assist at Points of Distribution (POD). It is Iberia OHSEP's intention to use the Louisiana National Guard and local law enforcement to work POD's, but it may become necessary to use CERT members to distribute the commodities, if the number of CERT members available allow.

ESF-7-2, Management of Fuel during a Crisis

I. Purpose

It is imperative that any agency or company involved in first response, emergency services or any vital service have fuel available to them for continuing response as well as continuity of government and the health and safety of the community. This ESF explains how Iberia Parish plans to meet those needs.

II. Fuel Acquisition

Iberia Parish, as a coastal community, is subject to mass evacuation to include those evacuating from other coastal community, storm surge and localized flooding. Fuel supplies often run out prior to completion of evacuation leaving first responders with no fuel during and after a disaster. It is the intention of Iberia Parish to order an unknown quantity of gasoline and an unknown quantity of diesel in order to ensure that first responders will have fuel available to them when needed.

A. Iberia Parish plans to take advantage of the existing State contract for fuel to meet the fuel needs if fuel is not readily available commercially within the Parish. This contract is available only for natural disasters where a State emergency declaration exists.

1. Iberia Parish will order several bob-tail trucks of fuel, with a driver. The fuel will be available to emergency responders and other agencies dealing with the effects of the disaster. Fuel trucks will be stationed at the rear of Iberia Parish Courthouse and at other strategic locations throughout the Parish.
2. Iberia Parish Government plans to offer fuel at one or more of the following locations:
 - a. Iberia Parish Courthouse
 - b. Acadiana Regional Airport – Will be parked near the Iberia Parish Public Works Command Post
 - c. Iberia Parish Fire Protection District #1, Main Office – Ordered at the request of the Iberia Parish Fire Protection District #1.
 - d. Iberia Parish Sewerage District – This truck will be assigned to the Sewerage District for the purpose of filling generators that operate lift stations, but can be used for other purposes at the discretion of the OHSEP Director.
 - e. A request will be entered into WebEOC for any other agency requesting a fuel station or fuel truck. The requesting department or agency will be responsible for all costs associated with this request.
3. An operator will be ordered in conjunction with the fuel truck(s.) The operator will be responsible for filling out the fuel distribution log for each transaction he performs.
 - a. This log will allow Iberia Parish Government to charge the appropriate City, Parish, State or other first responder agency whose employees obtained fuel from the IPG locations.
 - b. Agencies obtaining fuel from these fuel stations will be responsible for applying for reimbursement from FEMA, if applicable.
 - c. The truck operator is responsible for forwarding the fuel distribution logs to Iberia Parish Government in a timely manner. These logs will be forwarded to the IPG Accounting Department for payment and for billing other agencies and departments for their fuel consumption.
 - d. For man-made disasters and emergencies, agencies and departments obtaining fuel from IPG will be responsible for contacting the responsible party for reimbursement.

ESF-8, PUBLIC HEALTH AND MEDICAL SERVICES

ESF-8-1, Health and Medical Services

I. PURPOSE

This ESF addresses public health and sanitation, emergency medical and hospital services, crisis counseling and mental health services to disaster victims and workers.

II. SITUATIONS AND ASSUMPTIONS

- A. Iberia Parish created Iberia Parish Hospital Service District #1 for the purpose of promoting the general health of the Parish. In any emergency Iberia Parish Government may be required to provide medical and health services to evacuees requiring transportation, shelter populations or mass casualty victims. Iberia Parish Government relies on the Hospital Service District #1 for clinical expertise to correctly perform these medical and health services.
- B. The State of Louisiana requires Iberia Parish Government to plan for and when directed administer a mass prophylaxis to the entire Parish population within 48 hours.
- C. Acadian Ambulance Service has been contracted by Iberia Parish Government to provide basic emergency medical services.
- D. The Iberia Parish Fire Protection District and the volunteer departments that work under their Fire Chief, the Jeanerette Fire Department, the Loreauville Fire Department and the Delcambre Fire Department have been trained and respond to all medical emergencies in order to assist Acadian Ambulance and reduce response times. At this time, New Iberia Fire Department are trained in first aid but respond only if requested.
- E. Iberia Parish Government must comply with Health Insurance Portability and Protection Act (HIPPA) protections when coordinating and providing evacuation and sheltering to Iberia Parish residents.
- F. The Louisiana Emergency Response Network (LERN) has been given the responsibility of coordinating the transport of patients to medical facilities during a large-scale emergency or disaster.
 1. In a declared emergency, Iberia Parish OHSEP may request additional resources from the State of Louisiana. OHSEP will open and man the Iberia Parish Government Emergency Operations Center (EOC) during any declared emergency.
 2. The local fire departments will assist with first aid at the scene of any disaster or emergency as well as assisting with any on-scene decontamination that may be needed.
 3. The Iberia Parish Coroner's Office will be responsible for the removal, care and transportation of any deceased victims. If there are no fatalities, they may be called upon to assist the Louisiana Office of Public Health.
 4. Acadian Ambulance Service is the sole, primary Emergency Medical Services provider responsible for medical treatment and transportation of the ill and injured citizens of Iberia Parish. During times of emergencies and disasters, Acadian Ambulance also provides evacuation transportation, when needed, to the special needs citizens of Iberia Parish. During a declared emergency Iberia Parish OHSEP can request additional ambulance resources from the State of Louisiana.

III. CONCEPT OF OPERATIONS

The Iberia Parish Hospital Service District #1 is responsible for advising the Parish President on health and medical services requirements, issues or questions resulting from declared and undeclared emergencies in Iberia Parish. The Hospital Service District will establish a Medical EOC during any declared emergency in Iberia Parish which will coordinate all health and medical services operations and requirements in coordination with the Iberia Parish EOC and the State of Louisiana Region IV Medical EOC.

The Medical EOC is responsible for coordinating the provision of hospital care and medical or health services shelter support for mass care shelters, nursing homes and home health patients with acute care requirements, whose condition may have been caused or aggravated by emergencies and disasters. Requests for additional resources will be made to Iberia Parish EOC or the Region IV Medical EOC depending on the requirement

IV. ORGANIZATION, ASSIGNMENTS AND RESPONSIBILITIES

- A. The Iberia Medical Center Chief Executive Officer is responsible for coordinating emergency health and medical service operations and advising the Iberia Parish President on related issues in Parish-wide emergencies. Iberia Medical Center shall provide support and personnel to operate the Medical Emergency Operations Center at Iberia Medical Center, or designated alternate location.
- B. Support Agencies are:
 - Acadian Ambulance Service
 - Iberia Parish Fire Protection District #1
 - All Nursing Homes
 - Iberia Parish OHSEP
 - New Iberia Fire Department
 - All Home Health Agencies doing business in Iberia Parish
- C. Office of Homeland Security & Emergency Preparedness Director
 1. Manages the Iberia Parish EOC.
 2. Coordinates with the local chapter of the American Red Cross, Salvation Army, CERT, other public service non-profit organizations, and personnel to perform health/medical functions.
 3. Coordinates volunteer support efforts to include the activities of volunteers from outside jurisdictions and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction toward health/medical operations.
 4. Works with the Iberia Parish Public Information Officer to develop information provided to the public on health/medical and public safety topics.
- D. Medical Emergency Operations Center (Medical EOC)
 1. Provide clinical expertise to the Parish President in an emergency. Recommend the distribution and use of health resources (manpower, material and facilities) under Parish control and allocated to the Parish during a disaster.
 2. Recommend and draft emergency related health instructions to the general public.
 3. Conduct damage assessment activities of medical facilities.
 4. Define emergency plans to ensure availability of supplies for emergency vaccinations and mass prophylaxis. Administer mass prophylaxis to Iberia Parish when directed by LA LDH.
 5. Hurricane Related Tasks List
 - Communicate medical transportation request to Acadian Ambulance, LDH, and SMILE. Coordinate total Parish-wide need for transportation assistance of a medical nature.
 - Coordinate with and provide assistance, as needed, to Louisiana LDH and Parish Health Unit personnel at the Veteran's Memorial Building for the transportation of Medical

Special Needs patients. Coordinate with LDH as to the number and location of these patients.

- Confirm with Home Health and Hospice Agencies regarding patients needing assistance for transportation. Link patients to Acadian Ambulance or SMILE, as applicable.
- Nursing in the Medical EOC confirms with nurses in home health and hospice on patients waiting for transportation to Medical Special Needs shelter(s).
- Communicate with patients and families regarding questions on evacuation time and status. Respond to community requests for evacuation and shelter locations.
- Communicate with Parish EOC on medical special needs evacuation process, status and requirements.
- Identify and confirm evacuation destination on all medical evacuees.
- Assist LDH and Parish Health Unit officials with the recording and tracking of Medical Special Needs evacuees.
- Coordinate the transportation of hospitalized patients to remote hospital destinations.
- Medical EOC will communicate and provide updates to the Iberia Parish OHSEP through the following mechanisms: wireless internet, LWIN, and phone to the Medical EOC liaison officer located in the Parish EOC.

E. Iberia Parish Council Members

1. Assist with the public warning of the non-institutionalized disabled and elderly.
2. Assist with the evacuation of the non-institutionalized disabled and elderly.
3. Following a disaster, check the status of the non-institutionalized disabled and elderly that did not evacuate following a disaster.

F. Iberia Parish Coroner's Office

1. Recover, identify, register and dispose of the dead.
2. Notify next of kin.
3. Maintain records of deaths.
4. Formulate plans for temporary morgues and for the expedient disposal of corpses as required.

ESF-8-2, Mass Casualty

I. PURPOSE

This ESF was developed to protect the health and general welfare of the public from communicable diseases, contamination and epidemics. It provides for public health and sanitation, emergency medical and hospital services, crisis counseling and mental health services to disaster victims and workers.

II. CATASTROPHIC SCENES

- A. The Louisiana Emergency Response Network (LERN) has been given the responsibility of coordinating the transport of patients to medical facilities during a large-scale emergency or disaster.
 5. LERN should be notified of any patients requiring decontamination at the scene of a chemical or radiological disaster.
 6. The Louisiana Department of Health and Hospitals has the responsibility for coordinating the actual medical care of the injured and ill.
 7. Decontamination of victims will be done at scene, if at all possible, by the Iberia Parish Fire Protection District #1 and/or the jurisdictional fire department. In the event that there are more victims than the fire departments can decontaminate in a timely manner, OHSEP will request assistance from the Louisiana State Police Hazardous Materials Unit and/or Louisiana Department of Environmental Quality.
 8. Upon receipt of any incident where contamination is possible, OHSEP will immediately attempt to notify LERN, the Coroner's Office, Iberia Medical Center Emergency Room, Iberia Medical Center North Campus, Iberia Urgent Care and Iberia Comprehensive.
 9. OHSEP plays a support role in ESF-8. OHSEP stands ready to assist in any way possible. OHSEP will be available to coordinate additional resources that may be necessary. OHSEP will open and man the EOC during the crisis.
 10. The jurisdictional law enforcement agency is responsible for physical security at the site of any disaster or emergency as well as working traffic control. They will also be responsible for physical security at the local hospitals as well as at any other site that may be designated a temporary medical facility or a temporary morgue.
 11. The local fire departments will assist with first aid at the scene of any disaster or emergency as well as assisting with any on-scene decontamination that may be needed.
 12. The Iberia Parish Coroner's Office will be responsible for the removal, care and transportation of any deceased victims. If there are no fatalities, they may be called upon to assist the Louisiana Department of Health and Hospitals.
 13. The Iberia Parish Public Works as well as the Public Works Offices of the municipalities in the Parish may be called upon for the placement of barricades to assist with traffic either at the scene of the disaster or emergency or at any of the medical facilities or the locations designated as morgues.

14. Acadian Ambulance Service is the sole, primary Emergency Medical Services provider responsible for medical treatment and transportation of the ill and injured citizens of Iberia Parish. During times of emergencies and disasters, Acadian Ambulance also provides evacuation transportation, when needed, to the special needs citizens of Iberia Parish.
15. All other governmental employees will be available to assist, as necessary and as directed by the Parish President or OHSEP Director.

III. PROCEDURES

- A. Upon notification of an incident with a large number of injuries, the Director OHSEP will immediately notify LERN at 866-320-8293. The following information should be available to give to LERN, if available.
 1. Type of incident.
 2. Number of injuries or illnesses.
 3. If chemicals, what chemical?
 4. Will decontamination be necessary? If so, coordination of decontamination of the injured should be coordinated through LERN.
 5. Any other information that pertains to the injuries or illness or any information that is pertinent to the safety of the first responders, the medical community or any other agency responding to this emergency or disaster.
- B. The first unit on scene should provide as much information on the emergency or disaster as possible. Pertinent information includes:
 1. Type of incident
 2. If any chemical, biological or radiological materials are involved? What are the materials involved? Will decontamination be necessary?
 3. Number of injuries or illnesses?
 4. Are there any fatalities? If so, approximately how many?
 5. Is everyone accounted for? If not, approximately how many are not accounted for?
 6. Any other information that may be valuable to first responders, medical personnel, etc.
- C. Upon arrival at the scene of this type of event, the senior paramedic or emergency medical technician is appointed Medical Officer. This will differ from the role of Incident Commander.
 1. The Medical Officer shall evaluate the immediate dangers at the scene and ascertain whether medical professionals should enter the scene to begin evaluating victims. They should contact the Incident Commander to determine what the dangers are and if personal safety equipment will be necessary for medical professionals.
 2. Once the all clear is given for medical professionals to enter the scene or once they have been removed from the scene, the Medical Officer shall arrange a system of triage to treat the most critical patients first.
 3. An area must be designated for deceased persons. This will allow for more rapid treatment of the injured and separation of the medical professionals and coroner's duties.

4. Local medical professionals may contact the EOC to volunteer. They should be instructed to report to the EOC. The EOC will make note of their qualifications and contact LDH to ascertain the location most in need of those types of services.
- D. Requests for additional resources should be made to Iberia Parish EOC. The EOC will either locate and arrange transportation of these resources or request resources through WebEOC from the State when local resources have become scarce.

IV. NON-THREATENING ILLNESSES AND MENTAL HEALTH ISSUES

Non-life threatening, medical illnesses, such as stress or mental issues, should be referred to the Louisiana Department of Health and Hospitals for treatment. More severe cases, such as suicidal victims, should be directed immediately to a medical facility via LERN.

ESF-8-3, Epidemics and Highly Contagious and Deadly Diseases

I. Contagious and Deadly Disease Protocol for First Responders

- A. In the event of an illness that could cause an epidemic or is highly contagious and/or dangerous, Iberia Parish will follow the advice by the State of Louisiana, Department of Health and Hospitals (LDH) and the Centers for Disease Control (CDC) guidelines regarding the use of personal protection equipment (PPE,) the screening technique for 911 call-takers, the handling of the patients and the disposal of all contaminated items.
- B. Because there is no way to know with certainty if a patient has a contagious disease, each suspected cases should be handled as though a positive diagnosis has been made. All guidelines and protocols will be followed by all first responders.
- C. First responders are not to enter the location without the appropriate PPE.
- D. The number of first responders entering the location should be limited to a minimal number to lessen the chances of contamination and exposure.
- E. In order to lessen the danger of contamination, the removal of PPE will be supervised by a trained monitor in handling contaminated items. Anyone wearing PPE should avoid contact with other people, their vehicles, etc., until the decontamination process is complete.
- F. All contaminated material will be disposed of as directed by LDH and/or CDC.

II. Hospital Protocol

- A. Hospitals, in conjunction with LDH, are responsible for protocols for handling of patients with contagious and deadly diseases.

III. Concept of Operations/Assignment of Responsibilities

Key Stakeholders

- A. Iberia Parish Office of Homeland Security and Emergency Preparedness (OHSEP)
 - 1. OHSEP shall act as a liaison between Local, State and Federal agencies assigned to the detail.
 - 2. OHSEP shall coordinate with GOHSEP officials to ensure that any information released to the Public is accurate, helpful and designed to quell any panic.
 - 3. Open the EOC and provide a phone number to the Public in an attempt to answer any questions.
 - 4. Meet with local officials to answer question about the opening of schools and public offices during the crisis.
- B. 911 Operators and Emergency Service Dispatchers, along with Acadian Ambulance, has developed a protocol that allows Acadian Ambulance dispatchers to screen patients that have been possibly exposed to a dangerous and/or deadly illness. Communications personnel will create a CAD (Computer Aided Dispatch) ticket and dispatch the appropriate agencies according to the proper protocols developed by CDC and LDH for that particular illness. They are responsible for notifying all first responders going to the scene of the possibility of the presence of the dangerous and/or deadly disease.
- C. Iberia Parish Fire Protection District #1 (IPFPD) – Many of the IPFPD personnel are trained EMT's and they respond to many of the medical calls within Iberia Parish, with the exception of those in the city limits of New Iberia. If IPFPD arrives prior to Acadian Ambulance, they are to follow all

protocols introduced by the CDC and LDH for the suspected dangerous and/or deadly illness. If they do not have the proper PPE, they should not approach the patient.

D. Acadian Ambulance (AASI)

1. Acadian Ambulance dispatchers are trained in EMD (Emergency Medical Dispatch) and should ask the proper series of questions to determine the presence of a dangerous and/or deadly disease in question.
2. AASI EMT's and Paramedics are to follow all protocols from CDC and LDH to lessen the possibility of exposure to the suspected illness. In addition, they are to contact LDH and the hospital prior to transporting the patient to alert LDH and the hospital that their patient may require quarantine and/or other safety measures to ensure the safety of both hospital staff and other patients.

E. Jurisdictional Law Enforcement Agencies

1. Assist with crowd control and traffic control, as requested, while patient is being moved to a secure medical facility or while State and Federal officials work to make contaminated building safe.
2. Direct all media inquiries to the EOC or designated public information officer.
3. May be required to ensure that any quarantined persons stay inside of designated facilities and to keep unexposed persons from entering a place that houses quarantined persons once court order has been received.

F. Iberia Parish Coroner's Office

1. The coroner will act as an advisor to the OHSEP for questions regarding the dangerous and/or deadly disease at hand.
2. If a case of a deadly and/or dangerous disease is suspected prior to the issuance of guidelines for handling patients, he shall either offer advice or immediately contact the State Epidemiologist for immediate instructions.
3. The coroner may also be called upon to assist with measures and questions concerning quarantine until the arrival of State or Federal agencies.
4. Advise morgue and funeral home personnel on the proper handling of the remains of any victims that may have succumbed to a deadly, contagious or dangerous illness.

G. Local Funeral Homes – In the event that a patient dies from exposure to a dangerous and/or deadly illness, the local funeral homes shall handle the body in accordance with guidelines provided by CDC or LDH. Any questions regarding the handling of a body should be directed to LDH or the Coroner's Office.

H. Parish Health Units – The Parish Health Unit will be assigned to assist LDH with duties assigned to them.

I. Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

1. GOHSEP will coordinate with all responding local, State and Federal agencies to further prevent the spread of any dangerous and/or deadly disease.
2. All public information concerning any possible outbreak shall be coordinated with GOHSEP prior to releasing it to the Public.
3. Keep the Governor updated on any and all suspected or actual patients.
4. Assist local, State and Federal agencies with needed resources needed.

- J. Louisiana Department of Health (LDH)
 - 1. Will notify GOHSEP and the Louisiana State Police Hazardous Materials hotline of the presence of any suspected cases of any dangerous and/or deadly illnesses.
 - 2. Will act as the lead agency until the arrival of the CDC.
 - 3. Is responsible for supplying local and State agencies on protocols for handling all aspects of a deadly and/or dangerous illness.
 - 4. Will coordinate with local agencies to provide any mass inoculations or drugs needed to stop the spread of the disease in question.
- K. Louisiana State Police (LSP) –
 - 1. Shall assist with the quarantine of family members, friends and other exposed to the illness in question, if necessary.
 - 2. Will act as Incident Commander at the site of any decontamination of a building or facility.
 - 3. Assist local law enforcement with the escorting any resources into the Parish.
 - 4. Assist local law enforcement with any crowd issues or panicked crowds.
- L. Centers for Disease Control (CDC) and other Federal agencies as assigned
 - 1. Keep both local and Federal agencies involved updated on the number of patients, protocols to lessen and eliminate the threat and any other information that will help stop the spread of the illness and lessen any panic.
 - 2. Assist the local medical community with questions and procedures that may help to stop or lessen the spread of any illness.
 - 3. Provide laboratory testing of any biological matter to confirm the presence of any contagious illness.
- M. Faith Based Organizations and CERT-
Iberia Parish may ask for faith-based organizations to assist with the needs of quarantined individual(s) with
 - 1. Food
 - 2. Medications
 - 3. Other personal care items
 - 4. Housing for any quarantined individuals whose home is inhabitable or is in the process of being decontaminated

IV. Safeguards

In the absence of any clear-cut safeguards, the following Ebola safeguards are offered until CDC or LDH provide illness specific guidelines for the illness at hand.

- A. Only those first responders responsible for the care of an infected patient should go within three feet of the patient.
- B. In the event of a dangerous, contagious illness, medical personnel should wear personal protective equipment (PPE) when in close proximity of the patient. This includes:
 - 1. A fluid resistant or impermeable gown or class B hazmat suit, approved for the illness suspected;
 - a. Each responder should use the “buddy system” to ensure that all of the suggested PPE is on properly and removed safely after
 - b. PPE should be worn as to not have any exposed area;

2. Facemask or respirator;
 3. Eye protection;
 4. Gloves - Ebola guidelines call for double gloving
 5. Disposable shoe covers;
 6. Leg coverings;
- C. Medical personnel should gather all bio-hazardous materials, i.e. needles, contaminated clothing, etc. These should be placed in appropriate containers and given to the disposal team upon arrival.
 - D. Removal of PPE should be done, ensuring that contamination of the eyes, mucous membranes, or clothing not be contaminated during the process.
 - E. Disposable PPE should be triple bags and isolated for removal by the disposal team. Re-usable PPE should be decontaminated according to manufacturer's instructions.
 - F. Immediately after removing PPE, you should perform proper hand hygiene.
 - G. A log should be maintained of all persons that have entered the patient's room.
 - H. If possible, medical personnel should use disposable medical equipment and limit the amount of equipment used to only what is absolutely necessary.
 - I. Cleaning is to be done with EPA approved disinfectant.
 - J. Medical personnel should be in contact with LDH and/or the hospital prior to transporting any patient suspected of having a contagious, dangerous illness.
 - K. First responders should take care to remove PPE and any additional decontamination done before coming in contact with other individuals or to other equipment or their vehicle.

V. Quarantine

- A. Quarantine can be enforced after a warrant has been issued ordering quarantine. Only the State Health Officer and Courts can issue this type of warrant.

ESF-8-4, New Iberia Research Facility

I. Background

Located at Acadiana Regional Airport in Iberia Parish, the University of Louisiana at Lafayette operates the New Iberia Research Center (NIRC). The Center specializes in the breeding, management and importation of non-human primates. Their work with primates allows research aimed at promoting human quality of life.

II. Purpose

While the New Iberia Research Center is fully supported and operated by the University of Louisiana at Lafayette (ULL), there are instances where ULL may require Parish resources in an extraordinary situation

III. Situations and Assumptions

- A. While ULL is vigilant, escape of one or more of the primates could occur.
- B. Because of the type of research and testing done at the facility, they could be a target for protests by radical animal activist groups.
- C. Assistance may be required to care for the primates if a dangerous incident occurs that requires the evacuation of the human component of the Center.
- D. Some animals housed at the Research Center have been exposed to infectious diseases for the purpose of research, vaccine research, and drug development. Contact with certain primates, should they escape, could prove to be troublesome.
- E. While ULL's Police Department patrols the Research Center, there may be instances where they will need additional law enforcement presence from the Iberia Parish Sheriff's Office and/or Louisiana State Police.

IV. Concept of Operations

The New Iberia Research Center is a part of the University of Louisiana at Lafayette. ULL Police Department is responsible for the security and safety of their employees and the facility. Parish agencies have no jurisdiction within the facility itself, but different agencies could be called upon during an emergency for assistance.

1. Iberia Parish of Homeland Security and Emergency Preparedness – In the event of an incident at the New Iberia Research Center where a dangerous situation could reach offsite of the facility, OHSEP stands ready to assist ULL with resources that Iberia Parish may possess or can obtain that will help to bring the incident under control quickly and lessen the danger to persons and property both inside and outside the Research Center. In the event that ULL requires a local EOC, the Parish EOC could be made available to them.
2. Responding Law Enforcement Agencies – While the ULL Police provide law enforcement services to the New Iberia Research Center, local law enforcement agencies may be requested to assist in incidents of a large nature or in incidents where immediate law enforcement presence is needed.
3. Iberia Parish Fire Protection District and Coteau Volunteer Fire Department – The New Iberia Research Center does not have its own fire suppression team. They rely on Iberia Parish resources in the event of a fire or other incident usually handled by IPFPD. In addition, the IPFPD is trained in first aid and some are Emergency Medical Technicians and can assist in on-scene first aid.

4. Animal Control – In the event that the New Iberia Research Center requires assistance, the Iberia Parish Animal Control is available to work with and under the direction of NIRC Staff.
5. In the event that the New Iberia Research Center requires additional assistance with the animals, OHSEP would then reach out to LSART, LDAF or other such agencies for assistance, as requested by the NIRC. If these agencies cannot provide the assistance needed or will not, OHSEP would then turn to GOHSEP for assistance.
6. GOHSEP would be kept updated and may be called upon to supply resources not usually kept by local governments, i.e. personal protection gear.

V. MEDICAL CARE OF FIRST RESPONDERS

- A. Because many of the primates are infected with highly contagious diseases, hospitals and LERN should be advised of the possible contamination of any patient being transported prior to their arrival at the hospital. This will allow the hospitals to prepare any special care or isolation area that may be needed.
- B. First responders should take care to not have contact with any primate at the facility, if at all possible.

ESF 8-5, Disinterred Remains

I. SITUATIONS AND ASSUMPTIONS

- A. Any disaster or emergency has the capability of producing a mass fatality situation as well as disinterring remains previously buried.
- B. The most likely scenario that would cause human remains to become disinterred would be from the surge following a tropical cyclone or a major flooding event. The storm surge from hurricanes Katrina and Rita caused a large number of bodies to become disinterred in Louisiana and Mississippi. Many tombs floated from the cemeteries and ended up in waterways, swamps and other areas outside of the cemetery. As a coastal Parish subject to storm surge, Iberia Parish stands the risk of tombs floating away from their original burial plot and bodies and coffins being separated from their tombs. Each of these bodies will need to be identified, families of these deceased persons notified and the bodies reinterred.
 - 1. In the aftermath of hurricanes Katrina and Rita, nearly a thousand coffins and vaults were separated from their original burial place and sent floating into the waterways and landing in yards, fields. And swamps. One of the vaults recovered after hurricane Rita is believed to have been a victim of hurricane Audrey in 1957.
 - 2. Each set of remains found post-disaster must be treated as a fresh set of remains until identified and next-of-kin notified or until they are reinterred by the Parish.
 - 3. The Coroner's Office is responsible for the collection, transportation, identification, storage and notification of the next-of-kin for each set of remains located post-disaster whether these remains are fresh or previously interred.
 - 4. The Coroner is also responsible for maintaining the health of the public, protecting them from any chemical, biological or radiological hazards associated with a disaster.
 - 5. The Coroner's Office is responsible for the re-internment of the disinterred remains that cannot be identified or were not claimed. The Coroner's Office should contact the OHSEP office to determine the availability of funding for this task.

II. RESPONSIBILITIES AND ASSIGNMENTS

- A. Coroner and Coroner's Office Employees
 - 1. Respond to the site where disinterred remains are found;
 - 2. Evaluate the scene;
 - 3. Coordinate with local search and rescue teams assigned to recover disinterred bodies;
 - 4. Take possession of remains and transport them to the morgue or temporary morgue;
 - 5. Attempt to identify each set of disinterred remains;
 - 6. Attempt to locate the next-of-kin for each set of remains found;
 - 7. Request assistance if it becomes evident that the task will exhaust Parish resources or if assistance in locating, retrieving, recovering, transporting and identifying disinterred remains following a disaster or emergency;
 - 8. Have personnel available to assist the public attempting to identify their missing disinterred family members;
 - 9. Ensure the health and safety of those persons assisting with the recovery of disinterred human remains.
 - 10. Reinter the remains of those bodies that could not be identified or in which no family could be located.
- B. Iberia Parish Law Enforcement

1. The Iberia Parish Sheriff's Office, the Jeanerette Police Department and the Delcambre Police Department may be called upon to assist the Coroner's Office with their tasks of locating, removing and identifying the remains.
- C. Local Mortuaries, Funeral Homes, Cemetery Managers
 1. Local morticians may be called upon to assist the Coroner's Office in the removal and/or storage of disinterred remains.
 2. In the event of breached burial vaults where the casket has not separated from the vault and there is no question as to the identity of the remains, the cemetery manager will be responsible for reintering of those remains.

III. RECOVERY OF REMAINS

- A. When any disaster or major incident occurs, the first on-site responders are usually local fire departments, law enforcement and emergency medical technicians. If there are fatalities involved, the Coroner's Office is notified and responds to evaluate the scene and coordinate with local search and rescue teams.
- B. If the disaster or incident involves chemical, biological or radiological contamination, the Coroner or Louisiana State Police Hazardous Materials Unit may choose to call in specialized search and rescue teams to manage the search, rescue and decontamination of the remains.
- C. All remains will be transported to the morgue or the temporary morgue chosen for the disaster.

IV. DISASTER MORTUARY OPERATIONAL RESPONSE TEAM (DMORT)

- A. In the event of a disaster or emergency where a large number of bodies are disinterred, the Coroner's Office may request the assistance of a Disaster Mortuary Operational Response Team (DMORT.) This team was designed to assist State and Parish coroners with personnel to provide technical expertise and oversight for recovery, documentation, and identification of human remains that have become disinterred. DMORT can provide expertise and portable disaster morgues at the site of a disaster.
- B. To request a DMORT, the Coroner's Office must contact the Emergency Operations Center (EOC) to place the requests. All requests for resources during emergencies or disasters are to be entered into WebEOC by EOC personnel.
- C. The Coroner or his designee will coordinate with State and Federal teams to identify disinterred remains that have been displaced. These teams will document the location and other information that may lead to the identification of the remains, whether casketed, vaulted or otherwise.
- D. Once located and documented, the remains will be transported to a location designated as a temporary morgue by the Coroner.
 1. Once at the morgue, an examination will be performed on the remains as well as the casket or vault in an attempt to identify the disinterred.
 2. Re-casketing and re-internment of locally identified human remains is the responsibility of the Parish.
 3. In an attempt to identify all human remains, DMORT will assist the Parish Coroner with the identification of any remains not already identified.

V. PROTECTIVE MEASURES

- A. Prior to entering a site to recover human remains or prior to any search and rescue mission, workers should ensure that there are no live electrical wires on the ground or in any standing water adjacent to the recovery area.
- B. If workers suspect there could be contamination due to hazardous chemicals, the Louisiana State Police Hazardous Materials Unit (LSP Haz Mat) should be notified and their response requested. No workers should enter the site until LSP Haz Mat gives an "all-clear" indication.

- C. Workers who handle human remains should use the following precautions to protect themselves from virus or bacteria associated with the remains or with the flood waters that have come into contact with the remains:
 - 1. Protect your face from splashes of body fluids and other contaminated liquids. Use face shields, eye protection and a surgical mask. In extreme situations, a cloth tied over the nose and mouth can be used to block splashes;
 - 2. Protect your hands from direct contact with body fluids, and also from cuts, puncture wounds or other injuries that might break the skin. These can be caused by sharp environmental debris or bone fragments. Footwear should similarly protect against sharp debris.
 - 3. Maintain hand hygiene to prevent transmission of diarrheal and other diseases from fecal matter that may be in flood waters. Wash your hands with soap and water or with an alcohol-based hand cleaner immediately after removing your gloves.
 - 4. Give prompt care, including immediate cleaning with soap and clean water, and a tetanus booster (if indicated) to any wounds sustained while working with human remains.
 - 5. These same precautions should be used for those responsible for the recovery and removal of fresh remains, both human and animal.
 - 6. Workers should watch themselves and other workers for signs of heat stress, cold stress, sunburn, exposure to poisonous plants, and bites from insects, snakes or other dangerous animals.

VI. POTENTIAL ISSUES

- A. In the event that any prehistoric or historic artifacts are unearthed, all work must stop and FEMA must be notified.
- B. If any human remains are unearthed, all work must stop and the area secured in accordance with local, state and federal statutes.
- C. The following costs may be eligible FEMA expenses (currently at a 75%/25% cost share) under the Public Assistance Grant Program if disinterment occurred as a result of a presidentially declared disaster:
 - 1. Costs of identifying disinterred remains;
 - 2. If there are no other assistance programs available to help with the expenses of reinterment, such as through Veteran assistance programs;
 - 3. Costs of temporary morgues if the Parish resources become overwhelmed.
- D. The following costs may be considered an eligible FEMA expense (currently at a 75%/25% cost share) under the Individual Assistance program if disinterment occurred as a result of a presidentially declared disaster:
 - 1. Cost of reinterment, if disinterment occurs from or the body was located in a publicly owned cemetery.
 - 2. If there are no other assistance programs available to help with the expenses of reinterment, such as through Veteran assistance programs.
- E. The following reinterment associated costs may not be eligible FEMA expenses:
 - 1. Disinterment was caused by a non-declared disaster;
 - 2. Disinterment occurred at a privately-owned or church-owned cemetery;
 - 3. Reinterment costs are eligible for other disaster related funds under other governmental or non-governmental programs.
- F. Other issues that may be presented to Iberia Parish post-disaster:
 - 1. Costs associated with the reinterment of unidentified or unclaimed bodies that were disinterred;
 - a. Where are these remains buried? Iberia Parish has no public cemeteries.

2. Reinterment of bodies that families cannot afford to reburial or refuse to reburial their family members.

ESF 8-6, Mass Fatality Planning

Mass Fatality Planning

Intermediate Events

Gifford Saravia & Chris Mixon

2/14/2012

Norma Hebert

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Purpose

A review of the ESF 8 requirements in the 2011 “Louisiana Sample Parish Planning Guide” from the Governor’s Office of Homeland Security and Emergency Planning states *“This ESF should include specific planning for Mass Fatalities that includes tiered response trigger points used for activating the regional Mass Fatality provisions based on numbers and /or types of fatalities that might overwhelm resources available within the jurisdiction. Planning should identify contact information for parish coroner and funeral directors located in Parish and provide for pre-designated temporary morgue sites.”* (Louisiana Governor's Office of Homeland Security and Emergency Planning, 2011)

A mass fatality incident is defined as “any situation where more deaths occur than can be handled by local medical examiner/ coroner resources.” (State of California Governor's Office of Emergency Services, 2007)

Mass fatality incidents are rare, but when they do occur, they can quickly overwhelm the processes and procedures normally used by a Coroner or Medical Examiner’s office. This planner is designed to assist multiple jurisdictions in assembling a Mass Fatality Response Plan (MFRP) that addresses the needs of all participants when a situation arises that exceeds the internal capabilities of any single jurisdiction, yet does not breach the threshold for a state or federal level response to a catastrophic mass fatality incident such as a pandemic flu outbreak or devastation over a large region such as the flooding after Katrina.

The goal of this plan is to coordinate the response of the participating agencies within a local jurisdiction such as a single Louisiana Parish with the matching agencies in surrounding parishes as well as parish and state Emergency Management to facilitate a rapid response and effective use of resources.

While there are many effective planning tools available that are designed to guide the development of a Mass Fatality Response Plan (MFRP) for single organizations or jurisdictions, this plan is focused on integrating the resources of multiple jurisdictions and identifying key participants for a mass fatality incident involving a single parish that requires assistance under mutual aid agreements to respond to the event.

When a mass fatality incident occurs, the activities that are normally carried out by a single governmental agency such as a local Coroner’s office will need to be integrated into activities of other response agencies and augmented by resources from other jurisdictions, thus requiring a coordinated plan and inventory of capabilities and resources backed up by formal agreements between the participating agencies.

Goals

In a mass fatality incident the agencies with a primary role in the response are the local coroner’s office and the Parish Office of Emergency Management. (U. S. Army Research Development and Engineering Command, 2005)

The primary function of the Coroner’s office remains the same even in a mass fatality incident, but the scale and scope of the incident and the number of remains to be properly identified, documented and recovered increases by orders of magnitude. Because local Coroner’s offices cannot be staffed and funded at a level that allows them to handle a mass fatality event with internal resources, mutual assistance plans and inventories of available resources at the local, regional, state and federal levels must be identified. (U. S. Army Research Development and Engineering Command, 2005)

The responders will need to assist in human remains recovery, identification of victims, determining the cause and manner of death, morgue services and assistance to the families of the deceased as well as ensuring that other public and private sector agencies such as EMS, Law Enforcement and the death care industry are also integrated and included in the response plan.

This planner will provide background on the unique challenges surrounding a mass fatality incident as well as a structure for developing a strategy for meeting those needs.

Scope

In Louisiana, for healthcare the state is organized into nine functional regions by the Department of Health and Hospitals¹ and the scope of this planning document is the coordination of activities inside a single region; using a theory of escalating scope of response with the recruitment of additional resources from other agencies responsible for the same tasks in other administrative regions.

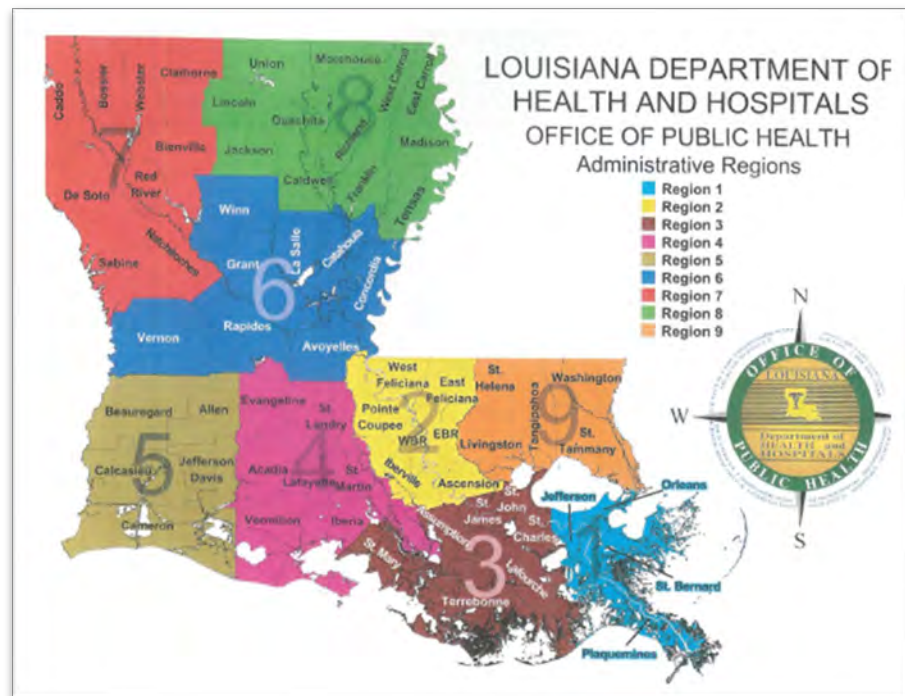


Figure 1 LDH Administrative Regions

While some of the Louisiana administrative regions already have a functional mass fatality plan, others may have informal agreements or no structure whatsoever. State and federal plans for extremely large mass fatality incidents exist as part of the National Response Plan but incidents of this scope are very rare and require a disaster declaration at the state or national level.

While some states use a medical examiner's office, in Louisiana, the actual responsibility for all activities involving human remains resides with an elected parish coroner. (Louisiana Revised Statutes, Title 33, Chap 3. Part II Subpart A - General Provisions, 2009) This guide is intended to help guide the establishment of an intermediate MFRP for incidents that exceed the capacities of the local Coroner but do not meet the threshold for activation of state or federal assistance plans.

¹ Louisiana Department of health and Hospitals, Office of Public Health Administrative Regions

Since the resources of each agency are not identical and standard operating procedures are not uniform, each parish will need to:

- Designate a lead agency for coordination of the response with other agencies using the Incident Command System as directed in ESF-8.
- Identify formal “trigger points” for requesting additional resources for each participating agency.
- Develop shared procedures for coordinating the activities of Death Investigators and other ancillary staff from outside the parish
- Develop and establish procedures for cost accounting and reimbursement of expenses for other agencies responding to the event
- Adopt a notification and call-up procedure for requesting assistance. In region 4, the Coroner or his delegate is expected to identify the need for additional resources and activate them per the agreements established under the MFRP.
- Enter into formal memorandums of understanding that state the level of support and response for each participating agency. *For example, if a response is closed and contained, the only need may be for additional refrigerated storage while an open response may require the use of additional investigative staff and transport vehicles. Each event is unique and therefore the scope of the response will be dictated by the level of required resources.*

Control and Coordination

A cornerstone in creating inter-agency agreements and commitments is the identification of the stakeholders in each region who have the authority to enter into agreements to form a mass fatality administrative team.

In Louisiana, this is usually the parish Coroner or their delegates, Parish Emergency Operations Coordinator, Law Enforcement, EMS agency, Fire and Social Services.

It is often difficult to obtain participation during planning sessions from these diverse groups, and the administrative team may consist of only representatives of respective Coroner’s offices.

The planning team should secure and document the names, e-mail, phone and fax numbers for the elected and appointed officials in each area that may be required to participate in a mass fatality response. Even in a single parish, this list may be quite extensive in scope, including;

- | | |
|--|--------------------------------------|
| • City Mayor/ Administrator | • Hazardous Materials Response Teams |
| • Office of Emergency Management | • 911 or other call centers |
| • Local Public Health Officials | • Hospital Administration |
| • Medico-Legal authorities | • Funeral Home Directors |
| • Emergency Medical Services | • Religious Support |
| • Local Law Enforcement | • Social Services |
| • Local Fire Department | |
| • Other specialties such as Critical Stress Management teams, Grief Counselors, etc... | |

If the response to the incident involves the activation of regional, state or federal incident response plans, the Coroner’s office in the affected jurisdiction is responsible for appointing a representative to the emergency operations center or incident command post.

Defining Area Capabilities

It is imperative that on a regional scale, resources are identified that may be needed in a multi-jurisdictional response. The resources of each parish will vary greatly and an accurate inventory will need to be created. This can include:

- Morgue space (total capacities)
- Other remains cold storage, areas such funeral homes, hospital morgues, refrigerated storage facilities; potential in-ground storage sites as well as specialized disaster resources such as field mortuaries
- Personnel
- Communications devices and frequencies
- Forensic capabilities
- Transport for personnel, equipment or remains
- Expendable supplies such as body bags, tagging, personal protective equipment decontamination supplies
- Record Keeping, identification and tracking supplies
- Family Assistance Centers
- Scene security and lighting
- Secure storage facilities for belongings and equipment
- Local death industry capacity

Region 4 has invested in a field morgue system that can be rapidly deployed (under 4 hours) with the capacity to store (31) bodies which can be activated through contact with the Region 4 EOC.

Area Capabilities Analysis

Morgue Space

Agencies are urged to define the average and maximum storage capacity inside the parish boundaries whenever possible to limit transport time and increase control of remains.

The movement of remains across jurisdictions and into multiple storage sites greatly increases the level of confusion and the chance for error. Plans with this type of provision should be avoided if possible.

The central collection point when the capacity of each agency is exceeded should be capable of providing security, access and storage for remains over a long period. If may be necessary to develop a dispersed storage plan or the use of

regional disaster resources in order to meet the time-lines in a rapidly developing disaster, for example:

Cold Storage

Preservation of remains requires refrigeration, which may not be available on short notice. Many disaster plans have identified the use of refrigerated trailers to meet this need during slow developing disasters such as a hurricane or flooding, but this may not be practical in a rapidly developing incident such as a plane crash or a large structural fire. In other regions, a dedicated refrigerated trailer may be immediately available, but a routine preventative maintenance plan will need to be in place to assure proper function when needed.

Hospital morgues, funeral homes or other refrigerated storage may be available on request in each area, but should only be included in the response plan if a formal MOU has been completed. Planners should also anticipate that space in funeral homes, hospitals etc., may be committed to other plans or overwhelmed by in-hospital deaths related to the incident.

Many plans that identified coolers in supermarkets or the use of refrigerated trailers have fallen apart the first time anyone questions their use as no business wants to see their logo included in a photo showing the storage of human remains.

Plans should also establish an alternative location if the regular morgue is not available since time, location and extent are not predictable.

As a last resort, each jurisdiction should have an identified area for short-term in-ground storage when needed. These locations should follow the guidelines recommended by the world health organization to prevent water supply contamination.

Personnel

*Morgue space, Iberia Parish:
For disasters that typically involve less than 15 known dead in one location, the bodies will be transported to the morgue at Iberia Medical Center for processing. If the physical structure of the morgue has been compromised or impaired or there are greater than 15 fatalities, the regional MFP will be escalated to the level required and the bodies will be transported to an established regional facility and a temporary morgue will*

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Often, the only additional resources needed are infrastructure related, but if additional personnel are required, their location, duty time and activities must be integrated into the local system and tracked. Short guides directing how to report for duty, contact numbers and standard procedures are needed to support this activity.

Communications

In this day and age, rapid communication has become the new normal. Cell phones, texting, e-mail and other forms of communications have become ubiquitous and have introduced an entirely new set of capabilities and challenges for responders. The use of cellular communications is not ideal since it requires all agencies to acquire and maintain a list of phone numbers or e-mail addresses that are not normally available. A reference keeping current contact information may not be practical, so procedures for collecting and disseminating current contact information at the time of need should be developed and maintained as part of the personnel system. In addition to this, there are significant concerns about confidentiality, control of social media communications and privacy that will need to be communicated to all responding agencies and personnel. Radio frequencies should be compiled and communication center contacts identified for each agency and the MFI plan should also integrate the use of the Louisiana state 700 MHz radio system including designated talk groups at the parish and state level. The use of the 700 MHz system is under the control of the ICS commander or their communications officer under the state plan and must be coordinated through the ICS command post when activated. (Marshall, 2012)

Forensic Capabilities

Many Parish Coroners Offices now contract out for forensic investigative services rather than maintain the expense of a pathologist, lab and other services. These regional facilities should be considered in resource capability planning.

Transport Capabilities

The requirements for transporting human remains from the incident location to the designated collection point can be a potential bottleneck and should be taken into consideration early in the response. Remember that normal day-to-day operations will need to be continued in each region. Transportation of staff and resources to the scene should also be taken into account.

Consider contracting for alternative transportation resources. Ideally, the Coroner's office should identify appropriate transportation providers and preferred vehicle types in a format that can be easily utilized by parish emergency managers, incident commanders or transport officers so they can coordinate these requests during a large-scale incident.

Because the needs for transporting human remains is very specialized, closed vehicles such as additional parish coroner's vans, funeral home hearses, closed trailers or other easily cleaned and decontaminated vehicles are much more desirable than open trucks or trailers.

Expendable supplies

Expendable supplies may seem insignificant but these items can quickly deplete any working inventory of a single entity.

Common items needed during investigation and recovery efforts can include:

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- Personal Protective Equipment
- Worker Safety and Comfort supplies
- Identification and Tracking Supplies
- Storage Supplies for personal belongings and evidence
- Forms and tracking paperwork
- Human Remains Pouches and plastic sheeting
- Storage containers
- Biohazard boxes
- Digital photography supplies
- Decontamination supplies

These items will need to be restocked and replenished to sustain the activity for a prolonged event or continue normal day-to-day operations. Accurate tracking is also required to obtain reimbursement from state or federal sources post response.

Record Keeping

A common and easily adaptable record keeping system for remains tracking and disposition is imperative. Common nomenclature should be utilized, for example the MFI should be identified by date, and then the remains should be sequentially numbered as they are collected and documented in order to maintain as accurate a record as possible.

Descriptions and direction should be addressed in the investigator reference guide. An electronic tracking system should be considered but low tech is acceptable in the event of a mass disaster and limited access to electricity. A sample tracking form is included in the appendix as **XX**

If electronic tracking is adopted, all personnel will need to be trained and supported on a regular basis. The numbering system used should be unique to the victim and associated with the remains at the time of collection.

At a minimum, the data should include the sequential recovery number, date recovered, initials of the investigator and a description of where and how the remains were found. (TX. DSHS Fatality Management Planning Toolkit, 2010)

Family Assistance Centers

Family Assistance Centers should be utilized to provide a place to isolate and protect families from media, give them up to date periodic briefings and provide them with access to counselors and clergy. These sites should be located near the incident scene if possible and allow for easy access. Schools or hotels are ideal candidates. Establishing a site for a family assistance center during pre-event planning is preferred. These sites allow for gathering of information to identify victims as well as facilitate final disposition of the remains. These facilities provide emotional support to families and serve as a conduit for necessary social services.

Scene security and lighting

Scene security and lighting should be coordinated by local law enforcement and rescue personnel.

Secure storage facilities for belongings and equipment

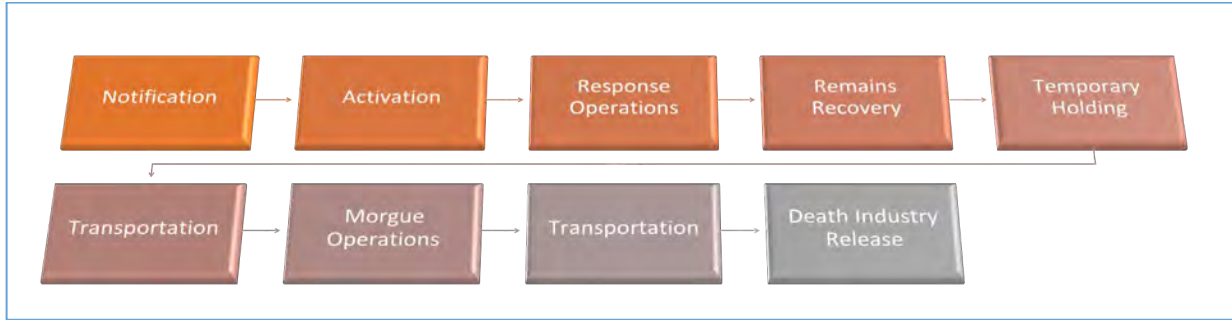
Accommodations should be made for decedent personal effects as well as supplies needed to process the event. Efforts to track and eventually release decedent personal effects should be incorporated into the process for releasing the remains.

Death industry capacity

Each region should establish the maximum throughput of bodies inclusive of all facilities licensed in the region. This will help establish the rate of remains discharge that can be expected at the morgue facility. Remember that normal day-to-day operations will need to be continued in each facility.

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Response Plan



Notification

- Call is generated through 911 system
 - Determining that MFI has occurred is made through first responder's reports from the scene
- Coroner's office contacted via normal channels

Activation

Initial Response

- Investigator on call determines scope of response
 - Type of incident and the location
 - Suspected number of fatalities
 - Presence of chemical, radiological, explosive or bio-hazards
 - Any special instructions or needs
- "All hands" call out goes out to Coroner's office staff
 - Investigator on call delegates 1st person contacted to call out remaining staff
 - See call out list
 - 911Call Center Supervisor possesses up to date call out list
 - Where/ when/ if the Coroner's office staff will need to report
 - Coordination and assignment of tasks to additional personnel as needed
 - Regional activation is escalated as needed
 - Contact person is identified as region leader
 - For Iberia Parish events that have greater than 15 deaths will be cause for regional plan activation
 - Regional leader will contact adjoining parish contacts as needed/requested
- Parish Office of Emergency Preparedness is notified
- If the event warrants the use of an emergency operations center (EOC) the Coroner will have a designated liaison with that function. That liaison may not always be present at the EOC but will be required to remain in contact with the transportation officer or Incident commander using the agreed EOC communication system such as the Louisiana 700 MHz radio network and a pre-defined talkgroup.
- Establishment of a Family Assistance Center (FAC) as needed
 - See FAC protocol

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Coroner

- Will maintain responsibility and provide command supervision for the overall Coroner's operations.
- Will conduct meetings daily or as needed with team leaders and key personnel to determine the need for additional consultations.
- Responsible for approving all final identifications made of the fatalities.
- Responsible for the relay of information to the family assistance center.
- Responsible for the overall operation of remains recovery and morgue operations.
- Will oversee the autopsies and other examinations or autopsy reports to ensure uniformity.

Lead Investigator

- Implement mass fatality plan
- Coordinate and direct Coroner's office operations
- Provide support and direction to all personnel to ensure a smooth operation by maintaining constant communication with the Incident commander and if possible co-location at the designated command center or parish EOC.
- Will keep the Coroner informed about the status of the operation
- Will assist in the identification of the remains
- Will be responsible for the distribution of body recovery supplies
- Will coordinate the requesting of additional regional resources
- Will orient the staffing from outside parishes to their expected job duties
 - Proper procedures
 - Documentation expectations
 - DMORT forms
 - Settle any reciprocity issues
 - Assign job duties
 - Coordinate reporting process
- As needed under an escalating event the duties of the lead investigator will be delegated to maintain a reasonable span of control.

Public Information Officer

- Responsible for the release of information to the public and news media
- Information to be released regarding victims will be pre-approved by the Coroner or his delegate.

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Scene Evaluation

- The team consists of
 - On duty lead investigator
 - Investigators called up
 - Internal and external
- After evaluation by the lead investigator, the information will be relayed to the Coroner in order to coordinate a plan for documentation, body recovery, and transportation.

Response Procedures

The appointed Lead Investigator or elected Parish Coroner will hold a preliminary meeting after the initial scene evaluation and the scope of the event has been determined. The meeting may be held at the Coroner's office or the scene. The scope and nature of the disaster will be discussed. The need for temporary morgue requests/ deployment, outside agency assistance, information management, decontamination, dental and radiologic support will be decided. Roles will be assigned if not already done.

Response Roles

- Field team(s) personnel
- Clerical staff
- Autopsy staff
- EOC liaison
 - Provide approved information to the PIO
 - Provide two-way communication with appropriate EOC representative as dictated by scope of response and Coroner as needed
- Intake coordinator
- Processing coordinator
- Initial response should be evaluated for the presence of hazardous materials
 - State Police Hazardous Materials Unit activated as needed
 - Refer to **Hazardous Material Resource Guide**
- Victim ID information will be obtained from families at the Family Assistance Center (FAC) using the **DMORT VIP forms**
 - If FAC has not been activated information will be obtained at the Coroner's office.

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Recovery procedures

- Recovery teams will consist of:
 - Investigators
 - Crime Scene
 - Law Enforcement
 - Photography
 - Communications

Investigator/ Team Leader

- Responsible for overall operations of field recovery team
- Establish and coordinate a search plan that provides for a deliberate overlapping search of the disaster site.
- Ensure that the perimeter is secured by coordinating with law enforcement.
- Will ensure adequate body recovery supplies
- Will ensure the accession of remains by the assignment of appropriate identification numbers
- Will ensure that the location of the body or body fragment is identified.
- Will ensure body location information is recorded
- Will ensure that personal effects found on the body remain on the body or part when removed from the disaster site.
- Will ensure that personal effects found in a grid but not near a body or body part will be noted on the **event field grid map** and left at the site when the body is removed.

Law Enforcement

- Responsible for security
- Detectives services
- Investigations per Standard Operating Procedure
- Reporting to District Attorney /Superiors
- Crime Scene control is coordinated with Law enforcement

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Photography

- Will be coordinated between Law Enforcement, Crime scene and Coroner's personnel.

Communications

- Departmental communications will follow SOP
- Interdepartmental communication will be advised at initial debriefing
- Coordinated through Parish OEP

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Family Assistance Center (FAC)- see appendix

- Determine threshold to activate FAC
 - Activation dependent on level of response necessary
- Establish location per MOU
- Coordinate FAC management with OEP representative
- Set up schedule for family/press information briefs
- Data collection process established
 - Coordination with Law enforcement
- Grief counseling/ social services
 - Red Cross
 - Mental Health
 - Clergy

Tracking

- A grid system will be utilized as needed
 - Encouraged for open events with body fragments
- Photographs will be taken of body or body parts prior to moving them
- Identification in-situ if possible
 - Methods
 - If possible, identification can be assessed in place
 - A water proof wrist band should be applied
 - Name and location of decedent written with black sharpie
 - Information should be transcribed on tag of disaster bag
 - Grid location
 - ID method used
 - Picture
 - License
 - **Tag** or **flag** noted with ID/location of body left in ground or painted number if ground is impenetrable.
 - If bodies are not readily identifiable, a number shall be assigned and location recorded in the field log.
 - All bodies transported from scene to collection point must be recorded.
- Bodies will be removed to a staging point at the scene for transportation to the morgue.

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Transport Infrastructure

- Resources for transportation will be utilized or requested as needed.
 - **Additional vehicles will be provided under MOU with regional resources.**
- Vehicles carrying fatalities should be discreet and escorted by law enforcement as needed. Ideally, these should be plain, unmarked closed vehicles such as coroner's vans, hearses, closed trailers, etc.... only as a last resort in overwhelming situations should open vehicles that do not assist in maintaining privacy and dignity be utilized.

Processing

- An intake coordinator will:
 - Log incoming remains
 - Triage bodies either directly to morgue operations or to a temporary storage
 - Provide completed forms/file after examination
 - Send completed forms to record management
 - Coordinate with photography services during exam
 - Coordinate with regional forensic facility for autopsy
 - Coordinate identification as needed
 - Dental
 - DNA
 - Radiologic
 - Coordinate with death industry to facilitate capacity and ability to handle remains.
- A color-coding system will be used to categorize disposition of remains
 - See color coding worksheet in appendix (Standard START triage tags will suffice for this purpose. The tagging system will be implemented once the remains arrive at the collection point to avoid confusion with emergency medical services field triage systems)
 - Only those remains color coded green are to be released
 - Personal effects will be released concurrently with remains to family.

Storage Locations

- Short term
 - Cooling and temporary morgue stations will be used per regional resources.
 - Reefer trailers can be considered depending on the scale of the disaster.
- Long Term
 - Unclaimed or unidentified remains
 - Establish process for long term storage or cremation
 - Temporary internment
 - Embalming considerations

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Documentation

- DMORT forms will be utilized for designated events to ensure consistency when multiple jurisdictions are responding.
- Orientation to forms and processes for all additional staffing should be provided during initial meeting and as needed as more resources are called into service.

Release Procedures

- Identification and all examinations must be completed
- Coroner must review files and approve all releases
- Signatures of the Coroner or delegate are required on the release of body form
- Remains should be tagged green per the tracking protocol
- Coordination with Lab supervisor at Iberia Medical Center if designated as processing facility
- Coordination with death care industry will be done by mortuary staff
- Personal effects will be released concurrently with remains to family members

Demobilization

- Actions necessary to demobilize
- Assets and resources are reconstituted to pre-incident readiness
- After action report generated in conjunction with EOP and Coroner's office
 - After action debriefing to all stake holders following completion of report.
 - Lessons learned incorporated into updated MFP.

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ESF-9, SEARCH AND RESCUE ANNEX

ESF-9-1, Search and Rescue

I. Purpose

ESF-9 provides for trained search and rescue personnel to conduct lifesaving operations during an emergency or disaster. The goal of search and rescue operations is to save the lives of people who are unable to ensure their own survival without assistance.

II. Rescue

- A. The jurisdictional law enforcement agencies will handle the day-to-day operations that have little to no impact on a centralized location of the Parish or the Parish as a whole. The jurisdictional law enforcement agency will handle search and rescue operations such as missing persons, missing or stranded boaters, etc. They may call for support from agencies such as the Louisiana Department of Wildlife and Fisheries or the Coast Guard for assistance.
- B. Salt Mine Disasters – Iberia Parish has one operational salt mine and two salt mines that are no longer operational.
 - 1. Jefferson Island Salt Mine – This salt mine is no longer operational. On November 20, 1980, a Texaco drilling rig located in Lake Peigneur made an error in calculations that caused them to drill into the salt mine located at Jefferson Island. While no lives were lost, the mine filled with water and remains flooded. The main mine shaft has been sealed.
 - 2. In December 2020, the Cargill Salt Mine experienced a collapse in a portion of the salt mine located on Avery Island. Cargill has halted salt production and closed the mine in 2022.
 - 3. There is one active salt mines in Iberia Parish located at Weeks Island.
 - a. In the event of a disaster at mine, Iberia Parish officials would most likely play a supporting role. This mine has trained mine rescue teams and a network that would bring mine rescue teams from mines around the area and if needed, from around the country. The safety of the members of the rescue teams would be paramount during any operation of this sort.
 - b. The State Urban Search and Rescue team, associated with the Louisiana State Fire Marshal's Office may be called in to assist.
 - c. The Iberia Parish Sheriff's Office and other responding law enforcement agencies would be responsible for traffic control, scene security, crowd control and the escort of rescue equipment to the site.
 - d. OHSEP would have the responsibility of running the EOC, assisting with the acquisition of needed resources and ensuring there was no danger to the residents that live in the area of the affected mine. In addition, the OHSEP Director has the responsibility of updating the Parish President and GOHSEP staff as well as working with the Coroner's Office on obtaining the number of fatalities, if applicable.
 - e. The Iberia Parish Fire Protection District will assist the rescue teams as well as provide equipment that may help the rescue team(s) extract the miners from underground. In addition, they will assist Acadian Ambulance with providing medical care to the injured.
 - f. The Iberia Parish Coroner's Office will take possession of any deceased persons from the accident as well as establishing positive identification of the deceased, with the help of mine officials.
- C. Urban Search and Rescue – Urban Search and Rescue are those techniques that would be used as a result of a structure collapsing.
 - 1. The jurisdictional firefighters have received training to conduct urban search and rescue operations.

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2. The State Urban Search and Rescue team, associated with the State Fire Marshal' Office, may be called upon to assist in this type of operation. Request for the State Team(s) should be made to GOHSEP through WebEOC.
 3. OHSEP would have the responsibility of running the EOC, assisting with the acquisition of needed resources and ensuring there was no danger to the residents that live in the area of the affected mine. In addition, the OHSEP Director has the responsibility of updating the Parish President and GOHSEP staff as well as working with the Coroner's Office on obtaining the number of fatalities, if applicable.
 4. The jurisdictional law enforcement agency will handle traffic control, crowd control, scene access, and the escort of any essential equipment needed at the scene. If the damage is a result of a criminal act, the jurisdictional law enforcement agency would then conduct a criminal investigation and take possession of any evidence.
 5. Acadian Ambulance should provide readily available medical care to those injured as well as transporting those that need advance life saving measures. Acadian Ambulance and any other ambulance companies at the scene should coordinate the transportation of the injured to hospitals under the direction of LERN.
 6. The Iberia Parish Coroner's Office will take possession of any deceased persons from the incident and verify the identity of those victims.
 7. The safety of rescue workers is paramount. In addition to the dangers faced when a structure collapses, workers should work with law enforcement and fire fighters to ascertain that the collapse was not a result of an act of terrorism and that no other dangers exist both in the collapsed structure and in any surrounding structures.
- D. Localized Flooding Events and Storm Surge Flooding
1. Iberia Parish is located at or just above sea leveled and has many low-lying areas located throughout. A major rain event very often causes flooding within certain communities and neighborhoods. While these types of events do not often need lifesaving rescues, it does occasionally happen.
 2. As a low-lying, coastal Parish, many of the southernmost communities are subject to storm surge in association with a tropical event. While most residents heed evacuation orders, many remain in their residents to "ride the storm out."
 3. Several areas located in the southernmost portion of the Parish is susceptible to surge when strong southerly wind pushes water into the communities.
 4. Iberia Parish will continue to reach out to those residents in low-lying areas and coastal communities, urging them to evacuate prior to tropical events.
 5. In the event of a catastrophic flood, local teams of rescuers will be dispatched. The jurisdictional law enforcement agency will take the lead in the search and rescue efforts.
- E. Boat Rescue Operations
1. Depending on the severity and location of the flooding, it may become necessary to have more than one incident command, dependent upon law enforcement jurisdiction.
 2. Due to the duplication of needed resources, a single Reception Receiving Center will be set up at a location accessible by all responding agencies.
 3. The incident commander(s) will contact the EOC for additional resources, depending on the size of the area affected and the depth of the flood waters.
 4. Any governmental agency wishing to participate in a search and rescue operations should check in the incident commander prior to starting rescue operations.
 5. Boats and rescue workers should be equipped with basic safety equipment, i.e. life preservers, flares, lights, etc.
 6. Search and rescue workers are to strictly adhere to the instructions and the area they are assigned to search. This procedure allows for a more efficient search and eliminates the duplication of efforts and better ensures that no residents needing rescue will be overlooked.

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7. The incident commander will develop the search areas for each rescue team. Iberia Parish GIS Department will be available to assist in developing those grids.
8. Each team will perform a preliminary search of the area to which they are assigned. Teams should report the locations of persons refusing their homes, homes with deceased persons present and any other significant discoveries. This information should be reported to the EOC.
9. Once a preliminary search has been complete, a second more thorough search will be conducted. Buildings searched a second time will then be marked using the standardized marking used by FEMA and other federal agencies.

ESF-9-2, Rescue Receiving Area Procedures

I. PURPOSE AND SCOPE

These procedures will allow Iberia Parish to account for its evacuated citizens in the area of a catastrophic event and to aid in the reunification process.

II. DEFINITIONS

- A. For the purpose of this plan, an unaccompanied minor is defined as anyone under the age of 18 that is not in the company of their parent or legal guardian.
- B. For the purpose of this plan, an adult with special needs is defined as anyone over the age of 18 that, through illness, injury or mental deficiency, cannot relay pertinent, vital information to the Parish representatives working in disaster-related facilities.

III. ASSUMPTIONS

- A. Some emergencies or disasters will leave citizens in need of being rescued.
- B. The Iberia Parish Office of Homeland Security and Emergency Preparedness, the Iberia Parish Sheriff's Office, New Iberia Police Department, Jeanerette Police Department, Delcambre Police Department, the Fire Departments and various other Federal, State and local agencies, along with volunteers, will strive to bring all affected citizens to safety.
- C. Iberia Parish will attempt to keep records of all citizens that were rescued from the affected areas to aid with the reunification process as well as keeping track of those that may still be missing.
- D. Iberia Parish is vulnerable to a number of natural or manmade disasters which could cause families to be separated for an undetermined amount of time.
- E. Iberia Parish will ensure the safety and well-being of unaccompanied minors or adults with special needs until they can be reunited with their families or until they can be turned over to the appropriate State agency for placement into a safe environment.
- F. A large number of minors could be presented to Parish representatives if an emergency or disaster were to occur during school hours.
- G. Iberia Parish will work with the Louisiana Department of Child and Family Services to expedite the reunion of an unaccompanied minor with their parents or legal guardian.

IV. RESCUE RECEIVING AREA

- A. All persons that are rescued during search and rescue operations shall be brought to a designated Rescue Receiving Area.
- B. Upon exiting the transport vehicle that delivered evacuees to the Rescue Receiving Area, all evacuees will be asked to provide Parish workers with their name and address for the purpose of information and reunification.
 - 1. Each evacuee will be asked if they need medical assistance. If they indicate that they do, they will be escorted to a triage area designated for such.
 - 2. If an evacuee is unable to provide basic information due to age, illness or injury or mental deficiency, they are to be immediately escorted to the triage area for medical evaluation.
 - 3. Evacuees will be swiftly divided into groups and each will be directed to the designated area for their status:
 - a. Unaccompanied Minors;
 - b. Evacuees with no pets and/or no health issues;
 - c. Evacuees that need medical attention;

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d. Evacuees with pets.

4. Parish workers will collect the names and addresses for each evacuee that passes through the Rescue Receiving Area. Each name must be listed separately on the form. It is unacceptable to list, for example, John Doe and family.
5. Evacuees that do not wish to be sheltered in a Parish/Red Cross shelter will be asked to inform Parish workers when or if they are leaving the Rescue Receiving area. The Parish worker will note that the evacuee is leaving.
6. All evacuees that wish to go to a shelter will be transported to shelter(s) designated by the Iberia Parish OHSEP. IPOHSEP will arrange for buses to transfer these evacuees to the shelters.
7. Parish workers will bring the names of all evacuees arriving and departing to a centralized point located within the Rescue Receiving Area. The Parish worker assigned to this point, the Evacuee Coordinator, will have contact with the EOC in an attempt to reunite evacuees with their loved ones. All lists that are created by the Parish workers and collected by the Evacuee Coordinator will be forwarded to the EOC, along with any notes Parish workers made in reference to evacuees. The EOC will keep copies of these records until all FEMA claims are completed or until the possibility of any civil or criminal litigation dealing with any part of the search and rescue operation has been completed.
8. Once assigned to a shelter, those that remain will be formally registered and entered into the Phoenix registration system or other State or Federal tracking system.
9. Any shelter opened by Iberia Parish will be opened and operated according to Red Cross Standards. This will allow for easy transition and less interruptions for the evacuees when/if the Red Cross takes over operations of the shelter.

V. Unaccompanied Minors

A. Check-In Procedures

1. Immediately upon making contact with an unaccompanied minor, the Parish worker will escort the child to an area designated for that purpose, away from the main check-in points.
2. Prior to the disaster, the IPOHSEP and the Iberia CERT will designate trusted adults to work this area. Each worker will have been fingerprinted and a background check performed to ensure the children's safety.
3. The individual's assigned to this area will calm down the children and interview them in an attempt to gather personal information that will help Louisiana DCFS in reuniting the children with their parents or legal guardians.
4. If Parish workers are unable to obtain personal information due to the age of the child, injury, illness or mental deficiency, they should inform the Evacuee Coordinator of the child's existence and provide a complete description of the child. The Evacuee Coordinator should immediately report the existence of this unidentified child to the EOC once a description is obtained. The description should include, but not be limited to:
 - a. Race;
 - b. Sex;
 - c. Approximate age;
 - d. Approximate weight;
 - e. Complexion color, i.e. light or dark complected;
 - f. Approximate height;

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- g. Hair color
 - h. Any distinguishable scars or marks;
 - i. Description of the clothing the child was wearing when they were presented to the Parish worker.
 - j. If applicable, where the child was recovered.
- 5. All unaccompanied minors will remain in the care of the designated, trusted adult until Louisiana DCFS claims these children or until Louisiana DCFS relays instructions on where to bring the children.
 - 6. At no time will a Parish worker release an unaccompanied minor to an adult at the Rescue Receiving Center. These children must be released under the supervision and discretion of the Louisiana DCFS.

VI. Adults With Special Needs

- A. The term “adults with special needs,” for the purpose of this plan is used to identify any person, over the age of 18, that cannot supply pertinent information due to injury, illness or mental deficiency or that is mobility impaired. This term can also be used for adults with a handicap that need special assistance, i.e. hearing impaired, blind, etc.
- B. Workers should pay close attention to all evacuees when interviewing these individuals. Confusion may be a sign of an ongoing illness. If any person showing signs of confusion or if a family member informs the worker that there seems to be a change in personality, they should be immediately escorted to triage and evaluated by a medical professional.
- C. Those persons with mobility impairment should be registered and directed to a waiting SMILE bus. If no SMILE bus is available, have this person report to the Evacuee Coordinator. The Evacuee Coordinator will arrange for special arrangements through the EOC. If the person needs to be transported by ambulance, please escort them to the triage area.
- D. Workers may have to make special arrangements to complete the process for an adult with special needs.
- E. Any adult with special needs that has no family member or caregiver with them should be escorted to medical triage and the EOC contacted. The EOC will then contact the Louisiana Department of Health and Hospitals for further instructions.

VII. ROLES OF PARISH WORKERS

- A. CERT volunteers, with the assistance from Iberia Parish Government employees, will work the Rescue Receiving Area(s).
- B. Receiving Agents
 - 1. One or two Receiving Agents will be assigned to meet the transportation vehicles as they pull in to unload evacuees. The Agents will enter each vehicle and explain to the evacuees the location of triage for the injured and ill, the different registration areas and who should report to each area and will ask each evacuee to please provide the agents working the Rescue Receiving Area. They will also request that each evacuee notify an Agent if they leave the Area.
 - 2. The Receiving Agents working in the Rescue Receiving Area will, upon initial contact, ask if the evacuee is ill or injured. If the evacuee indicates that they are, they should be directed to the triage area.
 - 3. The Receiving Agents will ask each evacuee to provide their name and address. If asked, the Agent will explain to the evacuees that the information is being collected to ensure that all citizens are accounted for and for the purpose of reunification or inquiries about them being safe.
 - 4. If approached by an already registered evacuee and is informed that they are leaving the Rescue Receiving Area, the Receiving Agent will make note of this.
- C. Unaccompanied Minor Specialist

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1. The RRA Manager will assign a group of workers to care for all unaccompanied minors. These workers, the Unaccompanied Minor Specialists, will have previously been fingerprinted and have had a background check performed.
 2. The Unaccompanied Minor Specialists will be responsible for the safety of any minors placed in their care.
 3. The Unaccompanied Minor Specialist will interview each child. They will attempt to obtain the name and address of each child as well as any information that may be helpful in reuniting the child with their parent or legal guardian.
 4. At no time will the Unaccompanied Minor Specialist release a minor directly to another adult. All releases of unaccompanied minors must be supervised and released by the Louisiana DCFS.
 5. If no unaccompanied minors are delivered to the Rescue Receiving Area, all Unaccompanied Minor Specialists will be assigned to assist Receiving Agents until such time their services are needed with unaccompanied minor(s).
- D. Information Specialist
1. The Information Specialist will be assigned to work in conjunction with the Evacuee Coordinator.
 2. The Information Specialist must be a trained typist and be proficient in Excel Software.
 3. The Information Specialist will collect the names of all evacuees, enter them into an Excel spreadsheet, and sort them in alphabetical order.
 4. The Information Specialist will assist the Evacuee Coordinator in answering information requests from the EOC and the Family Reunification Center.
- E. Evacuee Coordinator
1. The Evacuee Coordinator will be assigned a 700 MHz radio to speak directly to the EOC and if applicable, the Family Reunification Center. The EOC and Family Reunification Center will contact the Evacuee Coordinator to check names of family and friends that have inquired with those people that have been rescued.
 2. The Evacuee Coordinator will act as a stationary information person to answer questions from evacuees and workers.
- F. The RRA Manager will be designated by the IPOHSEP Director. The Manager will oversee operations at the Rescue Receiving Area and will:
1. Be available to answer questions from both workers and evacuees;
 2. Ensure that all operations are running smoothly;
 3. Ensure that unaccompanied minors are not being mixed with the general population;
 4. Ensure that all adults with special needs are receiving the care needed for their disability, illness, etc.
 5. Ensure that the Evacuee Coordinator is available by radio to communicate with the EOC and, if applicable, the Family Reunification Center.
 - a. The Evacuee Coordinator will assist the RRA Manager in answering questions posed by both evacuees and workers.
 - b. The Manager will assign a person to the Evacuee Coordinator. This person, the Information Specialist, will compile an Excel spreadsheet of all those rescued, their address and their destination once they've left the Rescue Receiving area.
 - c. If internet is available, the Information Specialist will forward the updated list in time increments to be determined by the IPOHSEP Director or upon request.
 - d. Will coordinate with the EOC to determine when the Rescue Receiving Area will close.

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VIII. Closing the Rescue Receiving Area

- A. Upon closing of the Rescue Receiving Area, all evacuees requesting shelter will be transferred to the designated shelter. These evacuees will be registered in accordance with sheltering procedures.
- B. No evacuees should be left at the Rescue Receiving Area after the area has been closed. If there are evacuees left, transfer them to the shelter and allow them to contact loved ones from that location.
- C. Those Parish workers not assigned to work the shelter will remain at the Rescue Receiving Area to perform clean-up.
- D. The Evacuee Coordinator will report to the EOC to relinquish all lists and notes of regarding evacuees.
- E. The Manager, the Evacuee Coordinator, the Receiving Agents, and the Unaccompanied Minor Specialists will make notes of procedures that worked, those that did not work and any suggestions for improving the procedures. These will be forwarded to the IPOHSEP Director for consideration.

ESF-9-3, Marking Buildings Already Searched

I. FEMA STANDARD MARKING

In order to assist with a massive search and rescue mission, rescue teams must mark each building that they have searched with the standardized method, developed by FEMA and used after Hurricane Katrina.

II. FEMA SEARCH ASSESSMENT MARKINGS

- A. An "X" indicates that a search of a building is in progress or has been completed. This is used to indicate searcher locations and to avoid duplication of the search effort.
- B. Each section of the "X" indicates a specific piece of information:
 - 1. Top Quadrant – the date and time that rescue team left structure.
 - 2. Left Quadrant – rescue team identifier.
 - 3. Bottom Quadrant – Number of live and dead victims found in the structure.
 - 4. Right Quadrant – Hazards Present.
- C. Acceptable Codes
 - 1. For bottom quadrant, number of live and dead victims found in the structure:
 - a. DOA – Dead on arrival.
 - b. LB – Live bodies Found.
 - c. 0-0 – No survivors, no corpses.
 - d. Ø = No bodies found.
 - e. DB – Dead bodies found.
 - 2. For right quadrant, hazards present:
 - a. F/W – Food or Water.
 - b. NE – No entry.
 - c. RATS – Rats present.
 - d. EXT or EX – Exterior surveyed.
 - 3. FEMA suggests that upon entry into a building, the team should place a slash (\) to indicate there is an ongoing search going on in the building. Upon exiting the building, the team should complete filling in the information in the different quadrants.

ESF-9-4, Animal Rescue

I. Purpose

- A. Iberia Parish strives to keep the population, both people and animals, safe from the dangers that present themselves to the Parish. As a coastal Louisiana Parish, the possibility does exist for coastal flooding and other emergencies and disasters that may require the rescue of animals. The most common danger, for both household pets and livestock, is storm surge following a tropical system.
- B. Iberia Parish Government encourages the citizens, if at all possible, to take their household pets with them when the Parish President orders a mandatory evacuation and to move their livestock to safety.

II. Assumptions

- A. Without rescue during a disaster or emergency, there would be a large number of animals at risk for death.
- B. The loss of life of these animals would cause anguish and mental suffering to the owners.
- C. Rescue would guarantee the humane care and treatment of these animals.

III. Concept of Operations

- A. OHSEP, with the assistance of the Iberia Parish Animal Control Division will determine the needs of the stranded animals and the needed resources. The following agencies will be assigned to assist in the rescue efforts:
 - 1. Iberia Parish Office of Homeland Security and Emergency Preparedness
 - a. Develop plans that deal with the rescue, transportation and sheltering of household pets and service animals, as well as the care of stranded or abandoned household pets.
 - b. Provide coordination and logistical support when necessary.
 - c. Notification of information to the public.
 - 2. Animal Control
 - a. Coordination and oversight of the plans
 - b. Care for stranded and abandoned animals whose owners cannot be located, is deceased or the owner is not known.
 - c. Assess rescued animals for injury or apparent illness
 - d. Work with the EOC to publicize information about lost and found pets.
 - e. Ensure that all animals are being treated humanely
 - f. Keep records of where each animal was rescued in an effort to reunite animal with the correct owner.
 - 3. Jurisdictional Law Enforcement
 - a. In the event of a flood, law enforcement will assist in obtaining access to areas where a boat is needed.
 - b. Keep records of where each animal was rescued to assist Animal Control in reuniting animals with their owner.

IV. Additional Resources

- A. Angel Paws
 - 1. Assist in the sheltering and care of rescued household pets and service animals
 - 2. Assist in assessing rescued animals for injury or apparent illness
 - 3. Keep record of where each animal was rescued and assist Animal Control in reuniting the animals with their rightful owner.
- B. Louisiana Wildlife and Fisheries (LWAF)
 - 1. Assist with retrieving stranded or abandoned animals and livestock.
 - 2. Assist with retrieving stranded or abandoned wildlife.
 - 3. Assist in assessing rescued animals for injury or apparent illness
 - 4. Keep record of where each domesticated animal was located to assist in reuniting the animal with their rightful owner.

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- C. Louisiana State Animal Response Team (LSART)
 - 1. Provide assistance in locating and rescuing stranded household pets, service animals, livestock and wildlife.
 - 2. Keep a record of where each domesticated animal was rescued to assist in reuniting the animal with their rightful owner.
 - 3. Scan rescued pets and livestock for microchips or other identifying marks to assist in returning the animals to their rightful owner.
 - 4. Coordinate with local and volunteer veterinarians to care for injured or sick animals.
 - 5. Ensure the animals are being treated humanely.
- D. Other Volunteer Groups with Animal Care Backgrounds
 - 1. Assist Iberia Parish Animal Control in feeding and caring for rescued animals.
 - 2. Depending on training and background, assist agencies in the rescue of animals, livestock and wildlife.
 - 3. Other animal related duties, as needed.
 - 4. Keep record of where each animal was rescued to assist in locating their rightful owner.
- E. Pet Shelters
 - A. Only household pets whose owners are being housed in the human evacuation shelter will be allowed in the associated pet shelter. If the pet owner leaves the evacuation shelter, they must take their pets with them or they will be considered abandoned.
 - B. Each rescued animal where the owner is unknown or deceased will be kept at one of the following locations until the owner can be located:

ESF-10, OIL AND HAZARDOUS MATERIALS RESPONSE ANNEX

ESF-10-1, Hazardous Materials Risk Assessment

I. Purpose

- A. The purpose of this ESF is to evaluate the location and the risks of hazardous materials in Iberia Parish and to determine the best course of action should a release occur. In addition, this ESF will address coordinating the response of personnel and emergency services in the Parish in the event of an accident or incident involving hazardous materials, allowing for control of the situation and minimizing the threat to the health and safety of the citizens of Iberia Parish.
- B. The Director of the Iberia Parish Office of Homeland Security and Emergency Preparedness acts as the Chairperson of the Iberia Parish Local Emergency Planning Committee (LEPC.)

II. Identifying the Risks

- A. While there are a number of businesses that utilize or manufacture hazardous materials in this area, the greatest threat to the residents and their property in Iberia Parish would most likely result from a transportation incident.
 1. State and Federal Highways – Each day a number of truckloads of regulated chemicals travel U.S. Highway 90 as well as other highways to deliver to businesses in the Parish or to adjacent Parishes.
 2. Rail Incidents – Perhaps the biggest threat to Iberia Parish would be the derailment of rail cars, carrying hazardous materials, within one of the municipalities. It has been estimated that between 14,000 and 15,000 rail cars filled with hazardous materials pass through Iberia Parish each year. A catastrophic release in New Iberia or Jeanerette could cause widespread damage, numerous injuries or deaths and could shut down some of the emergency services.
 - a. If a derailment were to occur near the eastern city limits of New Iberia, it could interrupt many medical services in the Parish. Iberia Parish now has one emergency room, located within Iberia Medical Center which is located only .12 mile from the rail line. A derailment near that location could cause the shutdown of the hospital and cause Iberia Medical Center to have to shelter-in-place, essentially eliminating all major emergency medical care within the Parish.
 - b. A derailment within the town of New Iberia or Jeanerette could cause probable injuries, possible fatalities and cause extensive damage to private property.
 - c. In addition to the hospital, the following are located in close proximity to a rail line in Iberia Parish:
 1. Iberia Medical Center North Campus is located .96 mile from the rail line. There is no emergency room at this facility.
 2. The Iberia Parish Courthouse, which houses the Iberia Parish Government Administrative Offices and the administrative offices and Patrol Division of the Iberia Parish Sheriff's Office, is located .03 mile.
 3. The administrative offices of New Iberia City Government, New Iberia Marshal's Office and New Iberia City Police. It is located approximately .27 mile from the rail line. The criminal division is located at 459 E. Main Street which is approximately .23 mile from the rail line.
 4. The New Iberia Fire Department has five active fire stations and an administrative office. All of these are located less than one mile from a rail line.
 5. Acadiana Ambulance Service has three locations in Iberia Parish, two are located in New Iberia and one in Jeanerette. All are less than one mile from a rail line.
 6. Jeanerette Police Department is located approximately .38 mile from a rail line.
 7. Jeanerette City Marshal's Office is located approximately .22 mile from the rail line.
 10. Jeanerette City Hall and the administrative offices of Jeanerette City Government are located approximately .20 mile from the rail line.

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11. Iberia Parish Health Unit is .55 mile from the rail line.
 12. Delcambre Fire Department is .005 mile from the rail line.
 13. Delcambre Police Department, which is located in Vermilion Parish, is .15 mile from the rail line.
 14. There are several nursing homes and other facilities that include a group home for mentally handicapped residents, apartments that house elderly residents, and assisted living facilities that are all located in close proximity to the rail line.
3. Navigable Waterways – Iberia Parish has a number of navigable waterways.
 - a. While most waterways in the Parish do not play much of a role in the commercial traffic, the Gulf Intracoastal Waterway does cross through the Parish intersecting with many secondary waterways that lead into Vermilion Bay and the Gulf of Mexico.
 - b. Bayou Teche has seen a drastic reduction of commercial traffic since the Intracoastal Water was opened; however, there are still some barges that do use it as a transportation route.
 4. Fixed Site Incidents – Through Tier 2 and visits to local facilities, Iberia Parish strives to pinpoint the location of any reportable quantity of commercial hazardous materials and what impacts they would have on residents and local businesses.

ESF-10-2, Response to Hazardous Material Incidents

I. Situations and Assumptions

- A. A rail incident with a magnitude as those that occurred on September 28, 1982 in Livingston, Louisiana or in Eunice on May 27, 2000 could cripple emergency services and other vital services if it were to occur in New Iberia, Jeanerette or Delcambre.
- B. Major incidents involving hazardous materials are occurring at an alarming rate.
- C. Extreme caution must be used at the site of any hazardous materials release.
- D. While the primary responsibility for hazardous materials incidents fall upon Louisiana State Police (Louisiana Revised Statute 32:1502,) Iberia Parish will use every possible resource until their arrival to ensure the safety of its residents and assist LSP in bringing the incident to a close quickly and with the least amount of impact to the Parish.
 - 1. The joint responsibility for dealing with hazardous material releases on a local level is the jurisdictional fire department with the assistance of local law enforcement officers that have been trained in the handling of this type of incident.
 - 2. Iberia Parish OHSEP will assist in obtaining needed resources and in keeping jurisdictional governmental agencies updated on the incident.
 - 3. The Iberia Parish Fire Protection District #1 has physical custody of the HazMat trailer that belongs to Iberia Parish. Because many of the items in the trailer are subject to expiration dates, efforts are made to update the materials with grant funding.
- E. In the event of a suspected release of hazardous material, Iberia Parish officials will react to the worst-case scenario and scale back response once the substances involved have been identified.

II. Phases of Emergency Management

- A. Mitigation
 - 1. Iberia Parish has identified the most traveled transportation routes used in the hauling of hazardous materials.
 - 2. Industrial sites that manufacture, store or used regulated materials have been identified and a list of materials stored at each facility is available through the E-plan (Tier 2) website.
 - 3. Each facility is told of the importance of notifying "911" immediately when a release is detected and providing the operator with any and all vital information that is available about the release.
- B. Preparedness
 - 1. Emergency response plans have been written and tested by both government and industry.
 - 2. First responders are trained in the identification of hazardous materials and in the use of reference materials.
 - 3. Evacuation routes have been identified and can be released to the media, on social media and by various public warning systems already in place.
 - 4. The OHSEP Director and the various fire chiefs, as well as the Emergency Services Division of the Iberia Parish Sheriff's Office are available to respond to all incidents and/or to answer any questions the facility may have.
 - 5. Training in the handling of hazardous materials is an on-going process and includes personnel in the fields of fire suppression, health and law enforcement.
- C. Response – See Organization and Assignment of Responsibilities .
- D. Recovery –
 - 1. The OHSEP Director, the Fire Departments, the Louisiana Department of Environmental Quality and the Louisiana State Police Hazardous Materials Unit will determine, collectively, when the scene is secure and made safe. At such time, evacuees will be given instructions on returning to their homes.
 - 2. It may be necessary on some chemical releases, to first have the residences in the area checked for gas residue by a qualified governmental agency prior to letting a resident enter their home. In this

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instance, a schedule will be set up and announced to the media, instructing residents of a time frame that they can have their home checked and cleared by one of the appropriate governmental agencies.

III. Organization and Assignment of Responsibilities

A. Iberia Parish President

With the assistance of the Incident Commander and the OHSEP Director, make a determination if any evacuation procedures are necessary. If so, the appropriate evacuation level should be ordered and correct, concise instructions should be released. The Parish President should be provided with updates from the scene on regular intervals.

B. Local Emergency Planning Committee (LEPC)

1. Currently, The Iberia Parish LEPC is meeting several times a year. The LEPC has agreed that the easiest course of action is to have aspects of the emergency response plan combined with this Emergency Operations Plan. This will allow easy access to the information to not just governmental agencies in Iberia Parish, but to the citizens of Iberia Parish.
2. Public request for information on what chemicals are stored at a facility should be directed to the Louisiana State Police Right-to-Know Section.
3. The Iberia Parish LEPC is to be chaired by the Iberia Parish OHSEP Director.
4. Prior to a release, the LEPC and the OHSEP Director will review the Tier 2 forms for each facility that has hazardous material stored onsite.
5. In the case of facilities that have extremely hazardous materials stored onsite, Iberia Parish is striving to collect the names of these facilities, as well as emergency contact information and what is being stored at that site. This information is entered into the Computer Aided Dispatch (CAD) system. Dispatchers can then advise emergency responders of the presence of these materials upon dispatch of a call to each location.
6. Each facility that stores or uses hazardous materials must provide a liaison to work with the OHSEP Director and Incident Commander in the event of an emergency.

B. Iberia Parish OHSEP Staff

1. Upon notification of an incident, the OHSEP Director shall place the EOC Staff and any other Parish departments who may be able to supply resources, on ALERT status.
2. Upon confirmation that there is a hazardous material has been or is being released and is causing or may cause a potential threat to the citizens of Iberia Parish, the EOC will be activated with a skeleton crew.
3. If a mandatory evacuation has been called as a result of an incident, the CERT volunteers and appropriate American Red Cross officials will be contacted to open a shelter in an area that is a safe distance from the incident.
4. OHSEP Staff will ensure that all parties working the incident have the necessary resources and will process any requests for resources related to the incident.
5. In order to ensure that the citizens of Iberia Parish are notified in a timely manner of any potentially dangerous release and/or the need to evacuate, the OHSEP Director will ensure that systems are in place to notify the citizens of any danger. Currently, Iberia Parish OHSEP staff use the following systems to send emergency notifications to its citizens:
 - a. Iberia PINS– Citizens can register their phone number to receive notification of an emergency or disaster in the Parish. In addition, Iberia PINS offers OHSEP a reverse 911 system that allows for the notification of danger to those citizens with land-line phones. The link to register can be found on the Iberia Parish Government website, Homeland Security/E911 tab or at <https://www.smart911.com/smart911/ref/login.action?pa=IberiaParish>
 - b. Alert FM/IPAWS – This system allows notification of a dangerous situation in the following ways:
 - (1) Messages via Emergency Alert System (EAS) on local television and radio stations and via weather stations.
 - (2) IPAWS has the capability of sending text messages to all cellular phones on those towers that cover the area indicated.

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(3) Social Media – Iberia PINS can be configured to update social media at the same time emergency messages are relayed.

- C. Iberia Parish Communications Center or other jurisdictional communications personnel on duty should attempt to collect as much information possible. Information needed includes, but is not limited to:
 - 1. Location of release
 - 2. Material being released. If the caller does not know what is being released, see if the caller can see any signage or placard indicating what chemical is involved. This should be done only if it can be done safely. To obtain information on the chemical from the placard number:
 - a. Through the NLETS (National Law Enforcement Telecommunications System available to law enforcement) using the MQ inquiry.
 - b. USDOT Emergency Response Guidebook
 - c. Via the internet searching for the US DOT Hazmat placard number
 - 3. Approximately how much of the material was released?
 - 4. Is the material still being released or has the release been secured?
 - 5. Any explosion, fire, injuries or deaths?
 - 6. Is the material staying in the immediate area or is it going offsite?
- D. Louisiana State Police Emergency Services Unit (HazMat)
 - 1. Through Act 83 of the 1979 Louisiana Legislative Session, the Department of Public Safety, Office of State Police is specifically directed to provide emergency response to chemical emergencies at industrial sites and incidents related to transportation. This statute additionally gives LSP statutory authority as the on-scene coordinator for all hazardous materials incidents that affect Louisiana.
 - 2. The Louisiana State Police Hazardous Materials Hotline will routinely notify the Louisiana Department of Environmental Quality (LDEQ) of all releases.
- E. Louisiana Department of Environmental Quality (LDEQ)
 - 1. Monitor the surrounding area for unsafe levels of chemical released or a combination of chemicals. This may include checking residences in the area of the incident for residue of unsafe gases.
 - 2. Test area after clean-up to ensure that the clean-up was done properly and to ensure that residue chemicals are at a safe level.
- F. Acadian Ambulance
 - 1. Acadian Ambulance will attend to the sick and injured on scene and transport those that need additional care to medical facilities as designated by LERN.
 - 2. Acadian Ambulance may be asked to stand-by at the scene if there is a threat of injury or illness to personnel working the scene.
- G. National Weather Service
Contact the National Weather Service at (337) 477-5285 to obtain the temperature, wind direction, the expectation of a change in the weather, etc.
- H. Jurisdictional Fire Department
 - 1. Attempt to verify or identify and quantify the chemicals being released
 - 2. Develop a site safety plan
 - 3. Conduct the appropriate fire-fighting and rescue response, as warranted by the situation. If a fire does not exist, but there is a danger of ignition, extinguish all ignition sources within the hazard area.
 - 4. Immediately establish a forward Command Post at the chief officer's discretion.
- I. Law Enforcement
 - 1. Upon notification of the incident, law enforcement should immediately report to the area of the scene. Law enforcement should handle traffic control, crowd control and control access to the scene.
 - 2. If a decision is made to evacuate, law enforcement shall restrict traffic coming into the affected area, evacuate the population and secure the area from unauthorized area from looting.
 - 3. The senior law enforcement officer, or his designee, shall provide the EOC with information on road closures and evacuation routes.

IV. Plan Review and Modifications to the EOP and LEPC Plan

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1. In order for a plan to be effective, it must also be kept up-to-date. Any changes made to the EOP/LEPC plan shall be noted on the "Record of Change" maintained with the main copy located in the EOC. The updated plan must be forwarded to GOHSEP every two years.
2. To more efficiently file the LEPC Plan and to ensure its timely review, the Director has mandated that the LEPC become a part of the EOP, ESF-10.
3. If no major changes have occurred to the EOP or LEPC Plan, OHSEP can simply forward a new, updated cover sheet, the Record of Change sheet and a copy of the actual changes that were made as indicated on the Record of Change.
4. If no changes have been made to the EOP or LEPC Plan, OHSEP can simply forward a new, updated cover sheet. The date must reflect the new date of review.
5. The OHSEP Director has mandated that the plan will be reviewed:
 - At least once every calendar year
 - Whenever one of the authorizing signatories leaves office
 - If a suggestion is made for a change to the plan to the OHSEP Director, in writing, and said change is beneficial to the Plan
 - Immediately following an incident where the Emergency Operations Plan or LEPC portion of the plan was activated.

V. NIMS and ICS Compliance

The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. NIMS is based on the Incident Command System (ICS) and the Unified Command System (UCS) and is flexible and appropriate to all types of incidents. Coordination between different levels of government will take place with the framework of NIMS. Iberia Parish adopts the NIMS guidance by reference. Iberia Parish adopts the NIMS guidance by reference.

ESF-10-3, Biological and Radiological Threats and Explosives

I. Purpose

To coordinate the response of personnel and emergency services of Iberia Parish in the event of an accident or incident involving biological threats, radiological materials, and explosives, allowing for control of the situation and minimizing the threat to the health and safety of the citizens of Iberia Parish.

II. Biological Threats

- A. For the purpose of this plan, a biological threat is defined as micro-organisms or associated products which may cause disease in humans, animals or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry, processing plants and the like.
 - 1. Most Iberia Parish residents shop from a handful of food sources. In the event of contaminated food products, a great number of residents could be affected. While LDH would have the lead in this type of emergency, OHSEP stands ready to assist them with any necessary tasks.
 - 2. Since September 11, 2001, the threat of biological products used as a weapon is real. While most large businesses have changed their procedures for opening mail and other sources of these products, terrorists are developing new methods of chemicals all of the time.
- B. Mass Inoculation
Louisiana Department of Health, as the State Lead Agency, has developed a plan for mass inoculations in the event of a biological terror attack. Iberia Parish will supply a location as well as workers to assist with registering citizens. Law enforcement will be tasked with traffic and crowd control.

III. Radiological Threats

- A. Iberia Parish has many businesses that deal with radioactive materials. While the Parish has not had any of these businesses develop a leak, there have been instances where the carrying containers have been found on the side of the road. If a release of a radioactive material is reported, Iberia Parish does not have the resources or trained manpower to secure the release. Iberia Parish officials will contact the LSP Hazardous Materials Hotline.
- B. Currently, there are no known fixed-site radiological facilities located in Iberia Parish. There are two nuclear power plants located in Louisiana, but the chances that an accident from one of these plants would cause severe exposure are slim.
 - 1. Waterford 3 Nuclear Power Plant in Taft is located approximately 86 miles from New Iberia.
 - 2. Riverbend Nuclear Power Plant in St. Francisville is located approximately 60 miles from New Iberia.
- C. Iberia Parish would turn to agencies such as the Nuclear Regulatory Commission for advice and instructions should an incident of this sort occur.

IV. Explosives

Iberia Parish does not have any trained Explosives Technicians. In the event that explosives are found, Iberia Parish would contact Louisiana State Police for instructions. The LSP have the resources necessary to handle explosives. Law enforcement would handle crowd control, traffic control and evacuations, if necessary. The fire department with jurisdiction in the area would stand by as a precaution and would assist law enforcement with evacuations.

ESF-11-1, AGRICULTURE AND NATURAL RESOURCES ANNEX

I. Purpose

This ESF provides for the protection of the food supply to ensure that the population of the Parish is provided adequate and healthy nutrition during and after natural and man-made disasters and emergencies.

- A. OHSEP will work with the Iberia Parish County Agent's Office, the LSU Extension Service and other appropriate local, State and Federal agencies to ensure that the existing food supply is safe for the population of Iberia Parish to consume.
- B. Pet Evacuation and Shelter Plan – See ESF 11-2, Pet Evacuation and Sheltering
- C. The biggest existing threat to livestock is from storm surge associated with a hurricane. Since Iberia Parish is located on the Gulf Coast, residents with livestock are encouraged to evacuate their livestock to a location north of Interstate 10 prior to a storm.
 - 1. Iberia Parish does not offer shelter for livestock. SugArena, however, will be available if livestock owners wish to pay for space to place their livestock post-storm.
 - a. Because if the dangerous winds, surge and tornadoes associated with a tropical system, Iberia Parish Government will not allow livestock owners to board their animals at SugArena pre-storm or during a storm. Any animal left at SugArena pre-storm or during a storm will be considered abandoned and the owner could be criminally charged.
 - b. Livestock owners may be able to board their animals at SugArena **post-storm** if there is no damage from the storm. The standard rates charged by the Iberia Parish Fairground Commission will apply.
 - c. Livestock owners will be responsible for the care of their animals and all costs associated with the care of their animal. The owner must provide all essential items involved in the care of the animal to include, but not limited to:
 - (1) Hay
 - (2) Food
 - (3) Clean water if the local water supply is tainted.
 - (4) Medication
 - (5) Veterinarian care
- D. Livestock owners are to adhere to any rules and policies set forth by the Iberia Parish Fairground Commission and SugArena.

II. Resources

The Iberia Parish County Agent's Office and the LSU Extension Service will take lead on all matters agricultural and dealing with livestock.

- A. They will ensure that all crops are safe to eat following a man-made or natural disaster or a technological emergency or disaster.
- B. They will assist local farmers with identifying diseases and infestations that could affect plan, animal and cultivated seafood species and with animal evacuation sheltering and health care.
- C. Pet evacuation and pet sheltering, as described in ESF-11-2, is handled by Iberia Parish Animal Control, Iberia Parish CERT and other volunteer organizations such as LSART. The Iberia Parish County Agent's Office may be tasked to assist in finding needed resources and supplies.

III. Fuel

Government agencies and other first responders should refer to ESF-7-2.

ESF-11-2, Pet Evacuation and Pet Sheltering Procedures

I. PURPOSE

This plan provides guidance for the safe evacuation, transportation and shelter of household pets and service animals whenever a mandatory evacuation is declared in Iberia Parish. This plan details the responsibilities of the Iberia Parish Government, the Iberia Parish Animal Control personnel, volunteers working the evacuation and the owners of the pets before, during and following any declared emergency. Iberia Parish Government will only transport or shelter pets for residents of a Parish-run shelter.

II. GENERAL INFORMATION

- A. The mission of Iberia Parish Government is to have a practical response program for the protection of the citizens of Iberia Parish as well as their household pets and service animals.
1. A household pet, as defined by the Federal Emergency Management Agency (FEMA,) is any domesticated animal, such as a dog, cat, bird, rabbit, rodent or turtle that is traditionally kept in the home for pleasure rather than commercial purposes, can travel in commercial carriers, and can be housed in temporary facilities.
 - a. Household pets **do not**, by FEMA definition, include reptiles (except turtles,) amphibians, fish, insects/arachnids, farm animals (including horses) and animals kept for racing purposes.
 - b. A service animal is any animal that is individually trained to provide assistance to a person with a disability. Some of the functions that service animals perform for people with a variety of disabilities are:
 - Assisting the sight impaired by guiding them around obstacles or alerting them to other dangers;
 - Alerting people who are deaf or hard of hearing to sounds;
 - Pulling wheelchairs; carrying or retrieving items for people with mobility disabilities or limited use of arms or hands;
 - Assisting people with disabilities to maintain their balance or stability;
 - Alerting people to and protecting them during medical events such as seizures.
 - b. On March 15, 2011, the Department of Justice chose to limit service animals to dogs only with a subsection addressing miniature horses. (FEMA Definitions Used for Pet-Friendly Shelters.)
 - c. Emotional Support Animals are not recognized by FEMA as service animals. Emotional Support Animals will follow the rules and procedures of household pets. They will not be allowed in the general population area of any shelter.
 - d. It is highly recommended that persons with pets have their own pet carriers for their pet. While Iberia Parish does have some pet carriers, these numbers may not be sufficient if a major event calls for a large-scale evacuation of the Parish.
- B. In order to participate in the Iberia Parish Pet Sheltering Program, the pet owner must have a valid driver's license or other State Identification card.
- C. Prior to boarding any Parish provided transportation or reporting to a Parish sponsored or Red Cross shelter, owners of service animals and household pets may be required to have the following items for their animal(s):
- At least a seven-day supply of food for each animal evacuated. Make sure that the food is in a waterproof container. If you are bringing canned dog food, make sure that you bring a can opener;
 - A two (2) weeks supply of medication for any and all animals sheltered, medical records and a waterproof container to store these items;
 - Proof of all State and Federal ordered vaccinations;
 - Pet first-aid reference book and first-aid supplies;

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- A sturdy leash and a collar or harness. It is recommended that extras be brought in case one breaks or is lost or stolen;
- Toys and/or bedding from home (something familiar to the animal)
- Gloves to protect your hands while you clean the animal's area.

III. OVERVIEW

Residents may decide not to evacuate fearing they would be separated from their pets. FEMA, the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and Iberia Parish Government, in an effort to protect the lives of citizens and their pets and service animals, have developed plans that allow for the transportation and sheltering of these animals in the event of an evacuation where a shelter is opened.

A. General Information

1. A service animal must be a professionally-trained animal and fit the FEMA criteria to be considered a "service animal." It is strongly suggested that the owner bring proof of training for the animal in case there is a question about the animal's training.
2. Service animals will be allowed to travel and be sheltered with their disabled person as mandated by the American with Disabilities Act.
3. The disabled person must keep their service animal on a leash or other type of restraint at all times. At no time should the animal be free to wander.
4. The disabled person must have control of their animal at all times. Under Louisiana Act 615, Iberia Parish Government and its designees have the right to place a service animal in a cage or pet carrier if the animal poses a threat to other humans or service animals or if the animal becomes ill and it is believed to have a contagious illness.
5. Emotional Support Animals are not recognized by FEMA as service animals. Emotional Support Animals will follow the rules and procedures of household pets. They will not be allowed in the general population area of any shelter.
6. During emergencies or disasters, household pets are not allowed inside of a human shelter. Service animals, however, must be allowed to accompany their owner into any part of the shelter, both inside the shelter or outside.
7. Iberia Parish Government reserves the right to have any sick or injured animal presented at a Parish-run transportation or shelter, examined by a veterinarian at the owner's expense and is deemed ineligible for travel by a veterinarian, (contagious, too ill to travel, etc.) the animal will not be allowed on Parish-provided transportation or in a Parish or American Red Cross shelter. Arrangements can be made by the owner of the animal with a local veterinarian to board the animal at the owner's expense for the duration of the evacuation.
8. Every pet owner is expected to present proof of any State or Federally mandated vaccinations for their animal. (This is for both pets and service animals.) If no proof is provided, the animal will be vaccinated at the owner's expense once the animal reaches the Pet Shelter.
9. **The owner is responsible for all costs associated with the injury of an animal or injury caused by an animal while on Parish-provided transportation or while in a Parish-run or American Red Cross shelter.**
10. If a household pet or service animal bites a person while on Parish-provided transportation or while in a Parish-run or American Red Cross shelter, it shall be quarantined in accordance with local and State laws. All fees associated with this quarantine period **shall be the owner's responsibility.**
11. Each owner is expected to provide a collar or harness and a sturdy leash for each of their animals. All animals must be secured in their cage or pet carrier or on a leash at all times. At no time shall an animal be allowed out of its cage without a leash.
12. Animal owners must have full control of their animals at all times. Iberia Parish Government is not liable for any injury or death to the animal or injury or death caused by an animal. The Pet Shelter manager has the right to have any aggressive animal sent to the local Animal Control Shelter or to a

veterinarian's office **at the owner's expense**. All costs incurred will be the responsibility of the animal owner.

13. It is the responsibility of a household pet or service animal owner to care for their animal or to make arrangements to have the animal cared for. The owner is responsible for logging down all interactions with the animals. Once the owner has completed caring for the animal and logging it on the log attached to the carrier, the owner shall have a shelter volunteer sign and date the entry. This validates that the owner is taking proper care of the animal.
 - a. An animal will be declared "abandoned" and the animal will be turned over to the local Animal Control Agency if an owner fails to properly care for the animal, clean up the animal's pet carrier or area and properly document this care.
Any animal declared "abandoned" will be turned over to the Animal Control Agency.
 - (1) Each owner will be charged and assessed an impoundment fee on a per day basis, not to exceed \$25.000 daily per animal...in addition to any other penalties charged for violation of this section.
 - (2) Iberia Parish Animal Shelter will keep an animal that has been declared abandoned for a period of five days. If the animal remains unclaimed at the end of those five days, the animal may be euthanized, sold, or given to an animal rescue group.
 - (a) The owner of any dog/cat that has been impounded and sold to another person pursuant to this article shall be entitled to claim such animal within thirty (30) days after sale, provided that all fees and costs of maintenance are reimbursed to the new owner.
 - (b) An owner wishing to reclaim an animal is also responsible for paying all costs incurred prior to the animal being sold or donated. These costs could include, but are not limited to, shelter costs to feed the animal, veterinarian bills if the animal becomes ill or injured, etc.
 - b. It is the responsibility of the animal owner to notify the Shelter Manager and the Manager of the Pet Shelter, if they must leave the shelter due to illness and cannot take their animal with them. A pet owner should make every effort to find a friend or relative to care for the animal. If no one can be found to care for the animal, the animal will be sent to the Animal Control Shelter for care.
 - (1) The pet owner will be responsible for the \$25 per day fee charged by Animal Control to house a pet at the shelter.
 - (2) The owner will be responsible for any veterinarian costs incurred due to illness or injury to that pet.
 - c. The Pet Shelter Manager has the right to have any aggressive animal sent to the local Animal Control Shelter or to a veterinarian's office. The pet owner will be responsible for any fees associated with the animal's stay at the shelter or at a veterinarian's office. The owner will comply with any ordinances, laws or procedures associated with the shelter in which an animal may be placed. For example, if a pet and its family are sent to a shelter located out of Iberia Parish, the pet owner is responsible to adhere to any ordinances, laws or procedures that are valid for the shelter for which they are assigned.
 - d. Failure to properly care for a pet and carefully documenting that care may cause the Pet Shelter Manager to declare the pet as "abandoned" and have him surrendered to the local animal shelter.
 - (1) It shall be the owner's responsibility to retrieve their animal from an animal shelter once being placed there as "abandoned."
 - (2) No animal may be left at the shelter if the owner of the pet leaves the human shelter. If the owner leaves the pet at the shelter, it shall be deemed "abandoned" and will be treated in accordance with State law.
 - (3) The owner shall be responsible for any fees and fines associated with the animal's stay at the shelter or at a veterinarian's office and any associated costs dealing with veterinary care.

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- (4) The owner must comply with any ordinances, laws or procedures associated with the shelter in which an animal may be placed.
14. The shelter manager and other shelter workers should ensure that evacuees are informed not to speak or touch any service animal while it is working and never without the supervision and permission of the disabled person.
15. If a pet or animal owner lives within a dangerous area, flood zone or in an area where storm surge is a possibility, the animal owner should make plans to remove all animals from their property prior to evacuating. **The owner will not be allowed to enter into a disaster area to remove an animal as long as there is a danger present.**
16. Iberia Parish Government will arrange for the transportation of pets only when there is a declared mandatory evacuation. No transportation will be provided for voluntary or recommended evacuation.
17. All pets must be in a pet carrier or caged prior to entering Parish provided transportation or a Parish-run or American Red Cross shelter.
 - a. If an evacuee does not own or have access to a pet carrier or cage, they should make arrangements with the Iberia Parish Emergency Operations Center (EOC) at least two (2) hours prior to the expected arrival of the buses at the Parish Collection Points or the Parish Pickup Point. Parish-owned carriers and cages are available on a first-come, first served basis. All pet carriers or cages obtained from Iberia Parish Government will be returned when the pet owner leaves the shelter. Failure to do so will result in criminal charges being filed charging theft.
 - b. If an evacuee needing transportation to the Parish Pickup Point has an oversized animal, they should call the EOC at least two (2) hours prior to the scheduled pick-up to make alternate arrangements for transportation of the oversized animal to the Parish Pickup Point.
 - (1) Iberia Parish Government has a limited number of extra-large cages. It is recommended that owners of very large pets provide their own cage or pet carrier.
 - (2) If an animal does not fit into a cage or pet carrier, it cannot be transported and will not be sheltered in Parish-provided venues. The animal will be sent to a local veterinarian's office and boarded **at the owner's expense.**
18. The Pet Shelter Manager should log down, to include the date and time of each entry, any unusual events, animal bites, injury to an animal or an owner or any suspected illness of an animal that could be contagious. Any of these type incidents should immediately be reported to the EOC by the Animal Shelter Manager. Volunteers and Animal Control workers are to routinely check the logs attached to the animal's cages at least once hourly and log on the shelter log any instances where the following were not logged by the owner of the animal:
 - a. When an animal is not logged as fed;
 - b. Needed medication was not administered;
 - c. The cage or carrier was not properly cleaned;
 - d. The animal has not been interacted with in a substantial amount of time.
- B. Louisiana Act 615 protects Iberia Parish and Iberia Parish Government for death or injury to persons, household pets or service animals during an actual emergency, an impending emergency, or a mock or practice emergency.

IV. TRANSPORTATION OF HOUSEHOLD PETS AND SERVICE ANIMALS DURING A MANDATORY EVACUATION

- A. General Information
 1. Service animals will be allowed to travel with their disabled person as mandated by the American with Disabilities Act.
 2. The disabled person must keep their service animal on a leash or other type of restraint at all times. At no time should the animal be allowed to wander.

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3. The disabled person must have control of their animal at all times. Under Louisiana Act 615, Iberia Parish Government has the right to place a service animal in a cage or pet carrier if the animal poses a threat to other humans.
 4. It is the responsibility of the disabled person to care for or to make arrangements to have their animal cared for.
 5. On March 15, 2011, the Department of Justice limited the definition of a Service Animal to include dogs only with a subsection addressing Miniature Horses.
 6. All pets must be in pet carrier or caged prior to entering Parish provided transportation.
 - a. If an evacuee needing transportation to the Parish Pickup Point does not own or have access to a pet carrier or cage, they should make arrangements with the Iberia Parish Emergency Operations Center (EOC) at least 2 hours prior to the expected arrival of the buses at the Parish Collection Point. A cage will be provided for them to use.
 - b. If an evacuee needing transportation to the Parish Pickup Point has an oversized animal, they should call the EOC to make arrangements for transportation of that animal to the Parish Pickup Point.
 - (1) Iberia Parish Government has a limited number of extra-large cages. It is highly recommended that owners of very large pets provide their own cage or pet carrier.
 - (2) If an animal does not fit into a cage or pet carrier, it cannot be transported and cannot be sheltered.
 7. Iberia Parish Government reserves the right to have any sick or injured animal, presented for transportation at the Parish Pickup Point, examined by a veterinarian **at the owner's expense**. If the animal is deemed to be contagious or not well enough to travel, Iberia Parish Government will not allow that animal to be transported on Parish provided buses. Arrangements can be made with a local veterinarian to board the animal, **at the owner's expense**, for the duration of the evacuation.
 8. Every pet owner is expected to present proof of any State or Federally mandated vaccinations for their animal. If no proof is provided, the animal will be vaccinated, **at the owner's expense**, once the animal reaches the animal shelter.
 9. Each owner is expected to provide a collar or harness and a sturdy leash for each of their animals. All animals must be secured in their cage or pet carrier or on a leash at all times. At no time is an animal allowed out of its cage without a leash.
 10. Animal owners must have full control of their animals at all times. Iberia Parish Government is not liable for any injury or death to the animal or injury or death caused by the animal. All costs incurred will be the responsibility of the animal owner.
- B. Transportation Procedures
1. Parish Collection Points
 - a. Service Animals

Service animals will be allowed to ride with their disabled person on an evacuation mode of transportation if the disabled person has full control of the animal and the animal is not a danger to other humans.

 - (1) Documentation that an animal is trained as a service animal is required and should be presented to the Registration Team at both the Parish Pickup Point and the destination Pet Shelter.

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- (2) Iberia Parish Government understands that animals may be confused or upset during an evacuation. If a disabled person feels that their service animal would feel more secure in a pet carrier or cage, every effort will be made to ensure that the animal's pet carrier is placed near the disabled person.
 - (3) If the disabled person does not have access to a pet carrier or cage, one will be provided for their use, based upon availability. It is recommended that the disabled person contacts the EOC to request a pet carrier at least 2 hours prior to reporting to the Parish Collection Point.
 - (4) Iberia Parish Government has the right to cage a service animal that is aggressive and may be a danger to other humans.
 - (5) If the service animal is a large dog or a miniature horse and the pet carrier will not fit on the evacuation bus, Parish Officials will make arrangements for transportation of the animal on a refrigerated truck, with the disabled person's permission.
 - (6) While service animals and their disabled person (and family) should register at the table marked for pets and pet owners, service animals and their disabled person are to be loaded on a non-pet bus with the general population.
- b. Household Pets
- All household pets will be required to be in a cage or pet carrier prior to boarding the animal on any form of Parish provided transportation.
- (1) If a pet owner does not have access to a cage or pet carrier, one will be provided for their use, based on availability. The owner should contact the EOC no less than 2 hours prior to the arrival of the bus at the Parish Collection Point. Owners should make every effort to provide their own cage or pet carrier as they will be available for use on a first come, first served basis. Iberia Parish Government keeps a limited number of pet carriers.
 - (2) Owners of larger pets that will be using Parish provided transportation need to contact the EOC at least 2 hours prior to opening of the Parish Pickup Point to make arrangements for transportation of their larger pet. Iberia Parish has very few extra-large pet carriers for larger animals. It is recommended that the owner provide their own pet carrier or cage or call the EOC as early as possible to reserve one for their pet. Supply is limited and they will be distributed on a first come-first served basis.
 - (3) CERT volunteers should greet all evacuees, carefully directing them to the proper registration area. Service animals, household pets and their owners should be directed to the area marked for pets and pet owners.
 - (a) Pet owners should be reminded to stay clear of other pets while in the registration area. Pets that are normally not aggressive may become protective of their owners while in a small area with many pets.
 - (b) Iberia Parish Government has the right to order an aggressive pet caged or placed in a pet carrier. CERT members should scan the crowds often and remind pet owners to keep a safety buffer between their pets and other pets, especially while in the registration area.
 - (c) Persons with "lap pets" are to be loaded separate from the general population. The pet must be loaded in a pet carrier and that carrier must fit on the owner's lap. In order for a pet to be carried on the Parish provided transportation, there must be a family member on the bus willing to have a pet carrier on their lap for the duration. At no time will a pet

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be allowed to be placed on a seat for transportation. All pets will need to be in a pet carrier and be either on the owner's lap or in the animal transport truck.

(d) Iberia Parish Government will make every effort to have a veterinarian on-site at the Parish Pickup Point.

(i) If a veterinarian deems that an animal is injured or too ill to travel, the pet will not be transported by the Parish. It should be noted that any veterinary care given to any injured or ill animal will be done **at the owner's expense**.

(ii) An owner can make arrangements to have the animal boarded at a local veterinarian's office, but it will be done so **at the owner's expense**.

(iii) If an owner of a service animal or household pet does not have proof of current vaccination for any of their animals, the pet will be vaccinated upon arrival at the Pet Shelter. The cost of the vaccination(s) will be the owner's responsibility.

C. Parish Pickup Point Registration Procedures

1. Animal Evacuation Team Roles

- a. Animal Evacuation Team Leader – The Iberia Parish Animal Shelter Manager or their designee. Duties include designing the area to include flow patterns, designate team roles, ensure the proper handling and loading of animals, ensures documentation is being completed properly, signs truck manifest indicating load is secure and ready for travel.
- b. Registration Team – Animal Control Officers with the assistance of CERT Volunteers
- c. Loading Team – Iberia Parish Animal Control Officers, Iberia Parish Sheriff's Office Animal Control Officer and CERT Volunteers
- d. Floater – CERT Volunteers

2. An area should be designated for registration and banding. The area should be far enough from the transport vehicle to decrease congestion. Make sure that each area is clearly marked with signs:

- a. Registration
- b. Secure Banding Area
- c. Loading

3. Pet Registration area

Iberia Parish Government will make every effort to have a veterinarian on-site at every Parish Pickup Point. The veterinarian may offer services such as rabies vaccinations or microchips. Evacuees may obtain these services, but all costs associated with these services will be at the animal owner's expense.

a. Needed Equipment

- At least two folding tables, with chairs. Two tables and four scribes are needed for each registration area
- Ink pens
- Registration forms for both humans and pets
- Truck manifest forms
- Self-stick neck bands
- Duct tape
- Clear packing tape
- Sharpie or Marks-a-Lot

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- Signs to mark different areas (Enter, Exit, Registration Area, Banding Area, Pet Walk Area, and Cleanup)
 - Caution tape to mark lines for each table
 - Gallon zip lock bags
 - Long zip ties
 - Large communal bowls for water for the animals
 - If temperature is high (summer-time), have ice on hand to cool off the animals.
 - Flashlights
 - Plastic “poop” bags
 - Hand sanitizer
 - Paper towels
 - Hose to get water
 - Ramp and cage dolly to load pet carriers onto truck.
- b. Set Up and Registration
- Each registration area should have two tables (one for pet registration and one for the pet owners and their families) manned with at least two volunteers at each table and all of the above supplies. The signs and caution tape will need to be placed so each area is clearly marked and identified.
- (1) The areas designated for pet registration and loading should be under a cover, with protection from wind and sun. Communal bowls of water should be set out for the pets. If extremely hot, have ice on hand to cool down the animals and have SugArena employees turn on the fans.
 - (2) The pet and pet owner registration should be distinct and separate from the human registration to prevent confusion, prevent dog battles and to protect non-pet owners from undue stress and possible injury.
 - (3) The registration forms are in triplicate. Scribes should have a good, easily readable handwriting. They will need to press down hard on the forms to ensure that all three copies are legible. The owner will receive one copy of the completed form, the Parish keeps a copy of the form and a copy is attached to the Truck Manifest for delivery to the destination pet shelter.
- (a) Make sure to fill out the Truck Manifest completely.
 - (4) During the registration process, volunteers should observe each animal for obvious signs of injury or illness. If the volunteer notices an injury or illness, they should immediately notify the on-site veterinarian. The question as to whether the animal is healthy enough to travel is left up to the veterinarian and his decision is final.
 - (b) Arrangements can be made to board animals not healthy enough to travel, but all treatment to the animal or boarding costs are at the owner’s expense.
 - (c) If the veterinarian decides the animal is well enough to travel, the scribe should mark the veterinarian’s finding on the Transport Registration Form in an obvious place along with the veterinarian’s name.
 - (d) During registration, volunteers should ask to see proof of Parish, State or federally mandated vaccinations. If an owner fails to produce proof, the owner is to be notified that their animal

will be vaccinated upon arrival at the shelter and any costs associated with these vaccinations will be the owner's responsibility.

- (e) Each animal is to be given a unique Animal ID Number. This number will tie the owner and animal together for the duration of the trip.
 - (1) The Animal ID Number will consist of the Phoenix Registration number of the animal's owner followed by the letter "A." If there is more than one pet that belongs to the owner, each is assigned the same Phoenix registration number followed by sequential letters, "B, C, D, E, etc."
 - (a) The Animal ID Number(s) will be written on the top of the Transport Registration Form and on two self-stick neck bands. One of the neck bands is to be placed on the animal's neck **by the owner** and the other band is to be placed on the owner's wrist. The owner will be given a neck band for each pet he owns that is being transported. If more than one family member will be caring for the animal, then each party that may have contact with the animal will be given a self-stick neck band to place around their wrist. If the family has more than one animal, then each person that will be caring for the animal will have one neck band per animal they have in the shelter.
 - (2) The Animal ID Number will need to be affixed to the pet carrier, near the top of the door.
 - (a) A piece of duct tape is to be placed on the pet carrier, near the top of the door.
 - (b) The Animal ID Number should be written on the duct tape and a piece of clear packing tape placed on top to protect the integrity of the written information.
 - (3) A picture is to be taken of each pet with their owner and other family members, if applicable, that may be responsible for the care of the animal.
 - (a) The Animal ID Number and the name of any family members who may be caring for the animal(s) should be written on the picture, using caution not to cover any integral part of the picture.
 - (b) The photo should be placed in a plastic Ziploc bag and the bag attached to the cage or pet carrier.
 - (4) The animal is to be placed into the pet carrier or cage by the owner and the pet carriers not traveling on the owner's lap will be loaded into the truck(s) by PPP workers.
 - (5) Once loaded, the truck driver should depart with the animals remembering to stop at least once every two hours to ensure that the carbon dioxide levels do not reach toxic levels.
 - (6) The temperature in the refrigerated portion of the truck should be kept at 75 degrees.
 - (7) The owners will conduct all dealings with their animal(s) until such time that the animal(s) are to be loaded into the transport truck. The owner's pre-departure responsibilities include, but are not limited to, banding the animal(s), taking the animal out of the pet carrier for banding and placing the animal back into the pet carrier, walking the dog prior to loading, cleaning up after the animal ensuring that the animal has had a sufficient amount of water, etc. Once the animal is ready to enter the pet carrier and is ready for departure, the Loading Team will place into the transport truck.
 - (a) Pet owners that will be carrying the pet carrier for their lap pet will have all physical dealings with their animals
 - (b) The above guidelines were set into place to protect the Parish Pickup Point workers.

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- (8) Once all animals traveling in the transport truck are loaded, the registration team should hand the truck driver a gallon zip lock bag that contains all of the Transport Request Forms and the Truck Manifest forms. He should be instructed to give this Ziploc to the Pet Shelter Manager at the destination shelter.

I. Pet Evacuation Shelter

- E. In the event of a mandatory evacuation where a Parish owned or Red Cross shelter is opened, Iberia Parish Office of Homeland Security and Emergency Preparedness will make arrangements to open an animal shelter for the evacuees staying at the human shelter.

1. If at all possible, all animals with their owners will be co-located at one shelter.

F. Registration of Animals in a Pet Shelter

Animals will be registered in the same fashion described in the transportation and evacuation of animals with one exception. Owners of “lap” pets will not be allowed to have the animal stay with them in the human shelter. The “lap” pet will need to be registered with and placed in the Pet Shelter. All animals must present proof of any Parish, State or federally mandated vaccinations. Animals without proof of vaccination will be vaccinated by a veterinarian at the owner’s expense.

G. Overview

1. Service Animals

- a. Service animals will be registered using the Pet Shelter method.
- b. According to a ruling by the Department of Justice in March of 2011, the only animals that will be allowed in a human shelter are trained dogs. A provision was also made for the use of miniature horses as service animals. No other animal will be allowed in the human shelter as a service animal. Other animals must be housed in the Pet Shelter.
- c. Iberia Parish Government understands that animals may be confused or upset during an evacuation. If a disabled person feels that their service animal would feel more secure in a pet carrier or cage, every effort will be made to ensure that the animal’s pet carrier is placed near the disabled person.
- d. If the disabled person does not have a pet carrier, every effort will be made by Iberia Parish Government to secure a pet carrier for their use. It should be noted that Iberia Parish Government has a limited number of pet carriers and they are distributed on a first come, first served basis. The service animal will still be housed with the disabled person in the human shelter if it is contained in a pet carrier.
- e. Documentation showing that the animal is a trained service animal is required and should be presented to the Pet Registration Team.

2. Household Pets

- a. Household pets are not allowed in the human shelter at any time.
- b. Only the pets of evacuees registered in the human shelter may keep their pets at a Parish run Pet Shelter.
- c. If a pet appears to be sick or injured, a veterinarian may be called **at the owner’s expense** to care for the animal.
- d. Any pet not cared for properly, and all care logged down, will be considered “abandoned” and turned over to the Iberia Parish Animal Shelter.
- e. If a pet owner falls ill and is hospitalized, he should:

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- (1) Immediately notify the Shelter Manager of his illness, making every effort to find another party to care for the household pet. The shelter manager should immediately notify the pet shelter manger. The Pet Shelter Manager will then ensure that the pet(s) are being properly cared for.
- (2) If time permits, the pet owner should notify the Pet Shelter Manager.
 - a. Persons with questions about eligibility of their animal being sheltered should contact the EOC prior to bringing that animal to the shelter.
 - b. Past shelters have had instances of flea infestation. It is suggested that any household threat or service animal entering a shelter be treated for fleas prior to arrival. Animal owners may want to contact their veterinarian for additional information on handling a threat of fleas on their animals.
3. Evacuation and Sheltering of Pets of Special Needs Patients
Arrangements have been made by the State of Louisiana with Dixon Correctional to care for the pets belonging to special needs patients during a mandatory evacuation.

ESF-11-3, Pet Shelter Set-up Procedures

- I. Purpose
To purpose a safe haven for pet owners and their domestic pets in the event an emergency or disaster strikes Iberia Parish and a Red Cross shelter is open for evacuees.
- II. Set Up
 - A. Registration Equipment
 1. small folding tables, 2 persons per table
 2. camera and printer
 3. ID Bands (animal and owner will be required to wear a band at all times while animals are housed at the shelter.)
 - B. Registration Information
The tables will be located at the entrance doors of the building.
 - C. Animal Housing Area
 1. Housing areas will be divided into 4-6 areas with these areas being roped off.
 2. Line the floor with heavy gauge plastic in one continuous piece where all cages will be placed.
 3. Place cages on top of the plastic
 4. Place runner rugs on to the floor on top of the plastic in front of the cages.
 5. Each individual caged area will have waste containers, paper towels, spray bottles of disinfectant, deodorizer, food dishes, disposable litter pans, water, food and litter.
 6. Each area will be manned by a minimum of one Animal Care Technician.
 7. Volunteers will be utilized in the registration areas and assisting with animal care and clean up.
- III. Check In:
 1. Persons must wait at a registration check in table with their pets. Each person is required to fill out forms, read the form completely and sign the form.
 2. A photo will be taken of the person and the animal.
 3. This person will be responsible for walking, feeding, caring for and cleaning up after the animal.
 4. ID bands will be placed on the pet's neck and the owner's wrist.
 5. Signed releases and photographs will be placed in a clear pocket and this information will be attached with a zip tie to the carrier that the animal will be placed in. Photo will be facing out at all times to aid the Technician with a viable reference.
 6. Attach pocket with info to the respective carrier and place that animal in the carrier.
- IV. Final Clean Up
 1. Remove all cages from the area
 2. Disinfect and hose out
 3. Stack and reload cages
 4. Roll up carpet runners
 5. Remove garbage
 6. Roll up plastic
 7. Empty building, mop floors, wipe down walls and deodorize.

ESF-12, ENERGY ANNEX

ESF-12-1, Restoration of Utilities after a Disaster

I. Purpose

Electricity, water, natural gas and any other privately owned utility companies in Iberia Parish will work with IPOHSEP to target critical facilities for restoration of power as soon as feasible after an emergency or disaster. It is necessary to prioritize the order in which utilities are restored following an emergency or disaster

II. ASSUMPTIONS

- A. Utilities are often interrupted as a direct result of a disaster or emergency or it is necessary to suspend utilities in an area affected.
- B. It is necessary to prioritize the restoration of utilities in order to protect the health of the citizens of the Parish and ensure the continuity of government.
- C. The non-treatment of drinking water, the treatment of wastewater and the presence of raw sewerage in neighborhoods can present serious health hazards to the citizens of Iberia Parish.
- D. The lack of drinking water and lack of utilities could hinder the return of Iberia Parish citizens to their homes and could hinder the economic recovery of the area.

III. WATER, WASTEWATER AND SEWERAGE

- A. The lack of clean drinking water, the treatment of wastewater, and the presence of raw sewerage where the public lives, can present a health hazard to the citizens of Iberia Parish.
- B. The lack of clean drinking water and the presence of raw sewerage could hinder the return of citizens to the area in the event of an evacuation causing a substantial delay in the return of its citizens to the area.
- C. The lack of clean drinking water and the presence of raw sewerage in public areas can hinder the economic recovery of the Parish.
- D. The most common disaster that could affect the water supply or hinder the flow of raw sewerage or the processing of wastewater is flooding, i.e. localized or widespread flooding caused by rain, long-lasting power failure, generator failure, storm surge, etc.
 - 1. The absence of public utilities and the failure of generator power have the potential to stop or hinder the water purification process. This can cause either the failure of the water delivery process or the possible introduction of contaminants into the water supply or the overabundance of wastewater and sewage needing to be processed.
 - 2. Coastal surge and the flooding of low-lying area can cause the failure of individual and public sewer systems and can introduce raw sewerage into flood waters. Citizens coming in contact with the raw sewerage expose themselves to the possibility of illness and infection.
- E. IPOHSEP and the Louisiana Department of Health and Hospitals (LDH) will determine if there is a chance of contamination to publicly, privately and Parish-owned water plants, privately owned wells and standing water caused by flooding and immediately send out this information to the media.
 - 1. While LDH is responsible for the testing of the water, the EOC will provide any assistance to ensure a quick solution is reached.
 - 2. LDH and the EOC will work together to ensure the public is aware of the dangers from contaminated drinking water or from being exposed to non-treated waste water and provide a phone number for the public to find answers to their questions.
 - 3. EOC will provide any resources that are needed to expedite the treatment of drinking water or wastewater.

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4. EOC will ensure that the portion of the public that chooses not to evacuate will have potable water provided for them.
5. Persons with private wells will be instructed to contact LDH to have their wells tested for contamination.

IV. OTHER UTILITIES

- A. Critically ill or injured often rely on electrical machines designed to sustain life. The loss of generator power could cause the patient's illness to become worse or could cause death.
- B. Many critical care facilities, homes and businesses in the Parish rely on natural gas for warmth and for the preparation of meals.
- C. Electrical services are needed to produce clean water and for the treatment of wastewater and sewerage.
- D. Since electrical service cannot be restored immediately to all residences with necessary medical equipment, alternative care will need to be prescribed or shelters set up to charge this medical equipment will need to be coordinated with LDH.

V. RESTORATION OF SERVICE

IPOHSEP and other private and public utility companies will meet and prioritize the order that services will be restored after a major disaster or emergency. The following will be used to determine the order:

- A. Service provided to the community
- B. Continuity of government
- C. Restoration of service to areas with no damage or where damage has been repaired to utilities.
- D. Restoration of homes and businesses after appropriate repairs have been made.

ESF-13, PUBLIC SAFETY AND SECURITY ANNEX

ESF-13-1, Public Safety and Security

I. Purpose

The purpose of this ESF is to properly coordinate the law enforcement activities during emergency and/or disaster operations to ensure the safety of life and property.

II. Situations and Assumptions

During times of emergencies and disasters, law enforcement will be called upon to expand their operations. Local law enforcement personnel within Iberia Parish will be needed to provide adequate police control. Additional resources may be called upon through existing mutual aid agreements or through requests directed to GOHSEP through WebEOC.

III. Organization and Assignment of Duties

- A. Law enforcement, on a daily basis, is responsible for upholding the law, maintaining crowd control and traffic control. In an emergency, the extra duties associated with the emergency or disaster can quickly overwhelm the current resources.
- B. When an emergency is declared and the EOC is activated, the Sheriff and/or the jurisdictional Chief of Police, will be asked to report to the EOC or have a representative present to coordinate field operations with other EOC representatives and agencies.
- C. Law enforcement will maintain a perimeter around the hot zone. Entry into this perimeter is to be strictly monitored and access limited to necessary authorized personnel only in order to maintain the safety and well-being of those working the emergency or disaster.
- D. Law Enforcement Tasks During a Disaster or Emergency
 - 1. The jurisdictional lead of law enforcement is responsible to coordinate all law enforcement activities for the incident. He/She may request additional assistance from other agencies.
 - 2. Maintain law and order.
 - 3. Security for vital facilities, reception/staging areas, lodging and feeding facilities and shelters.
 - 4. Traffic control on roadways.
 - 5. Crowd control, if applicable.
 - 6. Support for other public safety activities.
 - 7. Provide staff for the EOC on a 24-hour basis.
 - 8. Assist in the evacuation of affected resident/businesses
 - 9. Protection of property in the affected area(s.)
 - 10. In the event of a major incident or accident in the area of the New Iberia Research Center, local law enforcement may be called upon to assist until University of Louisiana at Lafayette Police can

ESF-14, RECOVERY MITIGATION AND ECONOMIC STABILIZATION ANNEX

ESF-14-1, Recovery Mitigation and Economic Stabilization

I. PURPOSE

ESF-14 is concerned with long-term policies and programs for community recovery, mitigation and economic stabilization. It provides for the recovery of the Parish from the long-term impacts of emergencies and disasters.

II. GENERAL INFORMATION

Following any disaster, Iberia Parish Government and the governments of the local municipalities must deal not just with the loss or damage to government properties, but with the loss of businesses, jobs and money that had been in this area. These governmental entities must work together to not only make sure that government continues to run efficiently, they must also be willing to help with the recovery of the businesses in their area.

III. ECONOMIC RECOVERY

Following a disaster, Iberia Parish will appoint a liaison to work with governments and businesses to see what the needs are of the governments and business communities within Iberia Parish. The following agencies will be called upon to assist Iberia Parish Government, the local municipalities and local businesses develop plans for recovering economically and attract new businesses to the area:

- A. Iberia Economic Development Authority (IEDA) – The IEDA acts as a conduit between existing and prospective businesses to take Iberia Parish to the next level.
- B. City of New Iberia Economic Recovery Team – The City of New Iberia has developed a team from various city departments. This team is proactive in the economic growth of New Iberia. After an emergency or disaster, this team will work with local businesses, helping them recover while continuing to try to draw new businesses to the City.
- C. Greater Iberia Chamber of Commerce – The Greater Iberia Chamber of Commerce works to improve the business environment so that existing business can grow and prosper. The Greater Iberia Chamber of Commerce serves the communities of New Iberia, Jeanerette, Delcambre and Loreauville as well as the people and businesses located in the rural areas of the Parish.
- D. Jeanerette Chamber of Commerce – The Jeanerette Chamber of Commerce enables business, churches, clubs, professionals, and individuals to collectively accomplish more for Jeanerette.
- E. The town of Delcambre is located in both Iberia and Vermilion Parishes. When this area experiences surge from hurricanes, it has been the town of Delcambre that sustains the most damage to both the homes and businesses located there. While the Greater Iberia Chamber of Commerce does not have an office located in Delcambre, they immediately join forces with the Vermilion Chamber of Commerce to help this small community recover.

IV. MITIGATION MEASURES

- A. Iberia Parish has adopted stricter building codes for homes and businesses to help prevent losses from localized flooding and flooding from hurricane surge.
- B. Iberia Parish Government, through the use of FEMA Hazard Mitigation Grants, has hardened a number of governmental buildings throughout the Parish.

V. RECORDKEEPING

All records pertaining to an emergency or disaster, to include but not limited to logs, bill of ladings, accounts payable records and proof of payment, etc., are to be kept until the possibility of all civil and/or criminal litigation is complete. If the records include any FEMA monies, these records will be kept for a period of three years after FEMA has closed the storm or disaster.

ESF-15, PUBLIC INFORMATION

ESF-15-1, Public Information

I. Purpose

During an emergency or a disaster, it is critical that the public receives information and instructions that are accurate and delivered in a timely manner. This policy addresses how to best control the flow of information to the public and the means available to deliver information before, during and after an emergency or disaster.

II. Situations and Assumptions

- A. In order to save lives and preserve property, it is imperative that the public receive emergency instructions as quickly as possible.
- B. It is assumed that most of the population will rely on the media as their primary source of information in a storm or disaster.
- C. Educating the public on the types of possible disasters and emergencies that could affect our Parish is an ongoing project. Knowing what dangers that they may face may force the public to create a plan for their family and loved ones.
- D. Periodic meetings with the media are to be held to stress the importance of broadcasting emergency information accurately and in a timely fashion. The media should also be made aware of the procedures for receiving updated information during an emergency or disaster.

III. Concept of Operations

- A. For major incidents, all public information efforts will be coordinated with GOHSEP.
 - 1. The Incident Commander will ensure that accurate, up-to-date information is given to those assigned as spokespersons as it becomes available. The Incident Commander will also relay all updated information to EOC personnel as well as those working in the Iberia Parish Communications Center.
 - 2. If any updates are received in the EOC or the Iberia Parish Communications Center, the information will be immediately provided to the Incident Commander. The time and date of all updates as well as the time and date the update is provided to the Incident Commander is to be logged by EOC personnel.

IV. Organizations and Assignment of Responsibilities

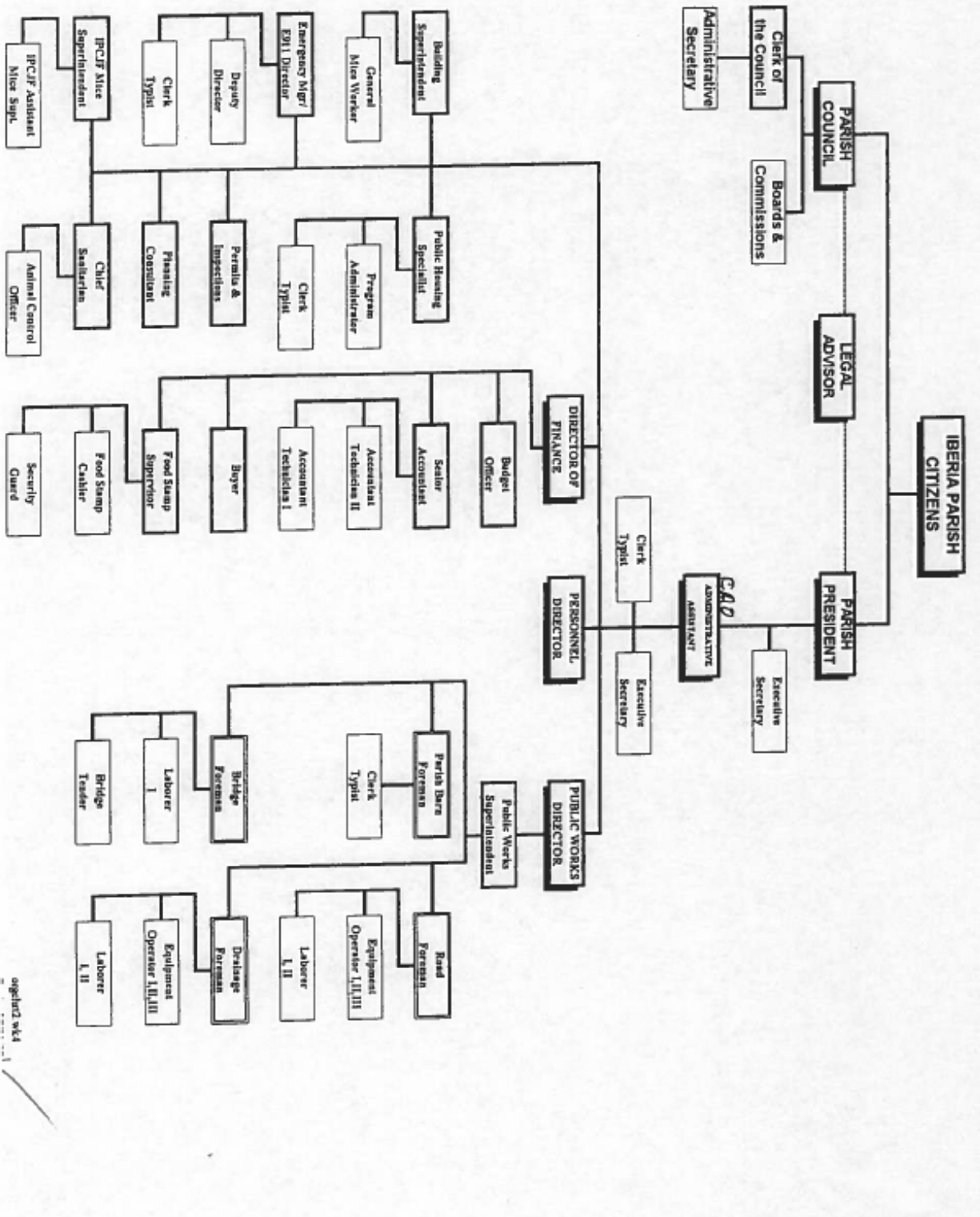
- A. Information should be released to the media and to the public only by a designated public information officer.
- B. All information to be released is to be approved by the Incident Commander or his designee.
 - 1. Measures are to be taken to ensure that the information released is accurate and timely.
 - 2. Instructions for evacuees should be kept as simple as possible.
 - 3. The public information office is responsible for giving updated information to all governmental agencies that may receive calls for information, i.e., 911, law enforcement agencies, Emergency Operation Center, etc. If at all possible, the public information officer should distribute written information to both the media and the public answering points. This will lessen the possibility of incorrect information being released.
- C. When information that could affect public health becomes available, it should be immediately reported to the EOC.

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1. Examples of the type of information that should be reported are specific chemical names involved in the incident, possible chemical names involved in the incident, possible terrorist release of biological contaminants, etc.
2. Once this information is reported to the EOC, EOC personnel should immediately notify Louisiana Emergency Response Network (LERN). LERN will then, in turn, notify area medical facilities of this information. To contact LERN, call 1-866-320-8293.

APPENDIXES

Appendix Intro-1, Organizational Chart



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Appendix Intro 1-2, Critical Facilities and Utilities

I. CRITICAL FACILITIES AND UTILITIES

A. The following support agencies are responsible for developing and maintaining plans, procedures and asset inventories to support the primary coordinator. These support agencies include, but are not limited to:

- Iberia Parish Government, Administration
- Iberia Parish Council, Administration
- City of Jeanerette, Administration
- Town of Delcambre, Administration (Located in Vermilion Parish)
- Village of Loreauville, Administration
- Iberia Parish Sheriff's Office
- Jeanerette Police Department
- Delcambre Police Department. (Located in Vermilion Parish)
- Iberia Parish Public Works
- New Iberia Public Works
- Jeanerette Public Works
- Central Louisiana Electric Company (CLECO)
- Entergy
- Louisiana Water Company (LAWCO)
- District 3 Water Company aka Coteau Water
- City of Jeanerette, Water Plant
- Bayou Teche Water Works
- Centerpoint Energy
- Iberia Parish Fire Protection District #1
- New Iberia Fire Department, Administration
- Jeanerette Fire Department
- Delcambre Fire Department
- Acadiana Regional Airport Fire Department
- AT&T
- Cox Communications
- Verizon
- T-Mobile

B. Following any disaster or emergency, there lies the possibility of the loss of a critical facility or the need for relocation due to contamination or continuing danger. The OHSEP Staff is continuously looking for buildings throughout the Parish with the intention of identifying structures that can be used for either essential services or continuity of government. The following are listed as some of the government owned critical structures in Iberia Parish:

- Iberia Parish Courthouse, 300 Iberia Street, New Iberia
- Iberia Parish Communications District/911/OHSEP Offices, 1111 Ember Drive, New Iberia
- Acadiana Regional Airport, Administrative Building, 1404 Hangar Drive, New Iberia
- Acadiana Regional Airport, Control Tower, 1404 Hangar Drive, New Iberia
- Iberia Parish Animal Control Shelter, 2017 Seaway Access Road, New Iberia
- Iberia Parish Jail, 3618 Broken Arrow Road, New Iberia
- Iberia Parish Fire Protection District #1, 2309 Avery Island Road, New Iberia
- Iberia Parish Fire Protection District #1, 2417 Darnall Road, New Iberia
- Belair/Olivier/Morbihan Volunteer Fire Station, 3017 Old Jeanerette Road, New Iberia
- Coteau Volunteer Fire Station, 4715 Highway 88, New Iberia
- Grand Marais Volunteer Fire Station, 2816 College Road, New Iberia

IBERIA PARISH EMERGENCY OPERATIONS PLAN

- Lydia Volunteer Fire Station, 7209 Weeks Island Road, New Iberia
- Rynella Volunteer Fire Station, 5105 Avery Island Road, New Iberia
- New Iberia Fire Department, Administrative Offices, 224 Prairie Street, New Iberia
- New Iberia Fire Department, Station 1, 560 Charles Street, New Iberia
- New Iberia Fire Department, Station 2, 531 Weeks Street, New Iberia
- New Iberia Fire Department, Station 3, 800 Trotter Street, New Iberia
- New Iberia Fire Department, Station 4, 421 North Landry Drive, New Iberia
- New Iberia Fire Department, Station 5, 400 West Admiral Doyle Drive, New Iberia
- Jeanerette Fire Department, 1436 Church Street, Jeanerette
- Jeanerette Fire Department, 1820 Martin Luther King Drive, Jeanerette
- Loreauville Fire Department, 119 Bridge Street, Loreauville
- Delcambre Fire Department, 302 North Railroad Street, Delcambre
- City of New Iberia, Public Works, 1303 J. Allen Daigre Drive, New Iberia
- Iberia Parish Public Works, 5013 Avery Island Road, New Iberia
- City of Jeanerette Public Works, 1611 Martin Luther King Drive, Jeanerette
- Iberia Parish Courthouse, 300 Iberia Street, New Iberia
- Iberia Parish Courthouse Annex, 121 East Pershing Street, New Iberia
- Jeanerette City Hall, 1010 Main Street, Jeanerette
- Loreauville Town Hall, 103 South Main Street, Loreauville
- New Iberia City Hall, 457 East Main Street, New Iberia
- Cliff Aucoin Memorial Building (Houses Iberia Parish Communications Center/IPSO Patrol Division,) 459 East Main Street, New Iberia
- Jeanerette Waste Water Treatment Plant, 800 Landry Street, Jeanerette
- New Iberia Waste Water Treatment Plant, 800 Sucrose Drive, New Iberia
- Jeanerette Police Department, 811 Canal Street, Jeanerette
- Jeanerette City Marshal's Office, 1437 Main Street, Jeanerette
- Iberia Medical Center, 2315 East Main Street, New Iberia
- Iberia Medical Center, North Campus, 600 North Lewis Street, New Iberia
- Jeanerette Rural Health Unit, 217 Bourg Street, Jeanerette
- Iberia Parish Health Unit, 715-B Weldon Street, New Iberia
- Iberia Parish Permits, Planning and Zoning, 715-A Weldon Street, New Iberia
- Veteran's Memorial Building, City Park, 1600 Tarleton Street, Jeanerette
- Veteran's Memorial Building, City Park, 500 MIA POW Memorial Drive, New Iberia
- Iberia Parish Mosquito Control, 611 Old Central Taxiway, New Iberia
- Cyr Gates Recreation Center, 300 Parkview Drive, New Iberia
- West End Park Recreation Center, 1200 Field Street, New Iberia
- King Joseph Recreation Center, 701 Hebert Street, Jeanerette
- Ward 8 Recreation Center, 803 Hubertville Road, Jeanerette
- Willow Wood Multi-purpose building, 113 Willow Wood Drive, New Iberia
- Jeanerette Water Plant, 710 Pellerin Street, New Iberia
- Water Works District #3, 4104 Coteau Road, New Iberia
- State of Louisiana, Department of Wildlife & Fisheries, 2415 Darnall Road, New Iberia
- State of Louisiana, Department of Children and Family Services, 705 Bayard Street, New Iberia
- University of Louisiana at Lafayette, New Iberia Research Center, Acadiana Regional Airport, New Iberia (Several Structures)
- Iberia Parish Sewerage District #1, 2617 Northside Road, New Iberia

IBERIA PARISH EMERGENCY OPERATIONS PLAN

- State of Louisiana, Department of Transportation & Development, 2311 Highway 14, New Iberia
 - Louisiana Army National Guard, 700 Parkview Drive, New Iberia
 - Louisiana Army National Guard, 291 Martin Luther King Drive, Jeanerette
 - Francis Romero Memorial Park, Multi-purpose Building, 6310 Coteau Road, New Iberia
 - Johnston-Hopkins Elementary School, 1200 Hopkins Street, New Iberia
 - Alternative Center for Education, 500 Bank Street, New Iberia
 - Anderson Middle School, 1059 Anderson Street, New Iberia
 - Belle Place Middle School, 4110 Loreauville Road, New Iberia
 - Caneview Elementary School, 5301 Highway 90 Frontage Road, New Iberia
 - Center Street Elementary School, 1520 Center Street, New Iberia
 - Coteau Elementary School, 2414 Coteau Road, New Iberia
 - Daspit Elementary School, 1103 Daspit Road, New Iberia
 - Delcambre Elementary School, 706 Martin Luther King Drive, Delcambre
 - Delcambre High School, 601 West Main Street, Delcambre
 - Dodson Elementary School, 420 Dodson Street, New Iberia
 - Iberia Middle School, 613 Weeks Island Road, New Iberia
 - Iberia Parish Career Center, 618 Recreation Drive, New Iberia
 - Jeanerette Elementary School, 600 Ira Street, Jeanerette
 - Jeanerette Senior High School, 8217 East Old Spanish Trail, Jeanerette
 - Jefferson Island Elementary School, 6007 Jefferson Island Road, New Iberia
 - Loreauville Elementary School, 210 Railroad Avenue, Loreauville
 - Loreauville High School, 410 North Main Street, Loreauville
 - Magnolia Elementary, 3116 East Admiral Doyle Drive, New Iberia
 - New Iberia Senior High School, 1301 East Admiral Doyle, New Iberia
 - North Lewis Elementary School, 604 North Lewis Street, New Iberia
 - North Street Elementary School, 121 North Street, New Iberia
 - Park Elementary School, 1609 West Admiral Doyle Drive, New Iberia
 - Pesson Elementary School, 619 Broussard Street, New Iberia
 - St. Charles Street Elementary School, 1921 St. Charles Street, Jeanerette
 - Sugarland Elementary School, 2403 Jefferson Island Road, New Iberia
 - Westgate High School, 2305 Jefferson Island Road, New Iberia
 - Highland Baptist School, 708 Angers Street, New Iberia
 - Catholic High School, 1301 DeLasalle Drive, New Iberia
 - St. Edwards School, 175 Porter Street, New Iberia
 - Assembly Christian School, 4219 East Admiral Doyle Drive, New Iberia
 - Epiphany Day School, 120 Jefferson Street, New Iberia
 - Iberia Parish School Board, Administrative Offices, 1500 Jane Street, New Iberia
 - Iberia Comprehensive Health Clinic, 808 Jefferson Terrace, New Iberia
 - Iberia Parish Sheriff's Office, 4701 West Admiral Doyle Drive, New Iberia
- C. The following critical facilities or buildings that house essential services that are not government owned in Iberia Parish are:
- Highland Baptist School, 708 Angers Street, New Iberia
 - Catholic High School, 1301 DeLasalle Drive, New Iberia
 - St. Edwards School, 175 Porter Street, New Iberia
 - Assembly Christian School, 4219 East Admiral Doyle Drive, New Iberia
 - Epiphany Day School, 120 Jefferson Street, New Iberia
 - Morton Salt, 11217 Morton Road, Weeks Island

IBERIA PARISH EMERGENCY OPERATIONS PLAN

- Acadian Ambulance Service, 571 East Saint Peter Street, New Iberia
- Acadian Ambulance Service, 2511 Main Street, Jeanerette
- Iberia Medical Center North Campus, 600 North Lewis Street, New Iberia
- Central Louisiana Electric Company (CLECO), 1015 Progress Street
- AT&T, 201 Center Street, New Iberia
- Centerpoint Energy, 2500 Highway 14 East, New Iberia
- Louisiana Water Company (LAWCO, Administrative Offices), 448 East Main Street, New Iberia
- Louisiana Water Company (LAWCO, Water Plant), 498 West Main Street, New Iberia
- Cox Communications, 1017 Progress Street, New Iberia
- Entergy, 5620 Port Road, New Iberia

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Appendix Intro 1-3, Commonly Used Acronyms

	ABBREVIATION OR ACRONYM	MEANING
A		
	ACM	Asbestos Containing Materials
	ARA	Acadiana Regional Airport
B		
	BFE	Base Flood Elevation
	BNSF	Burlington Northern Santa Fe Corporation (Rail Company)
	BOMVFD	Belair/Olivier/Morbihan Volunteer Fire Department
C		
	CAD	Computer Aided Dispatch
	CERT	Community Emergency Response Team
	CLECO	Central Louisiana Electric Company
	COG	Continuity of Government
	COOP	Continuity of Operations
	CVFD	Coteau Volunteer Fire Department
D		
	DCFS	Louisiana Department of Child and Family Services
	DEQ	Louisiana Department of Environmental Quality
	DFD	Delcambre Fire Department
	LDH	Louisiana Department of Health
	DOTD	Louisiana Department of Transportation and Development
	DPD	Delcambre Police Department
E		
	EMP	
	EOC	Emergency Operations Center
	EOP	Emergency Operations Plan
	EPA	United States Environmental Protection Agency
	ESF	Emergency Support Function
F		
	FCC	Federal Communications Commission
	FCO	Federal Coordinating Officer
	FEMA	Federal Emergency Management Agency
G		
	GAO	Government Auditing Office
	GIS	Geographic Information System
	GMVFD	Grand Marais Volunteer Fire Department
	GOHSEP	Louisiana Governor's Office of Homeland Security and Emergency Preparedness
H		
	HazMat	Hazardous Materials Incident

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	HHW	Household Hazardous Waste
I		
	ICS	Incident Command System
	IPAWS	Integrated Public Alert and Warning System
	IPCD	Iberia Parish Communications District
	IPFPD	Iberia Parish Fire Protection District #1
	IPG	Iberia Parish Government
	OHSEP	Iberia Parish Office of Homeland Security and Emergency Preparedness
	IPSO	Iberia Parish Sheriff's Office
J		
	JCM	Jeanerette City Marshal's Office
	JFD	Jeanerette Fire Department
	JIC	Joint Information Center
	JPD	Jeanerette Police Department
K		
L		
	LANG	Louisiana Army National Guard
	LDAF	Louisiana Department of Agriculture and Forestry
	LERN	Louisiana Emergency Response Network
	LFD	Loreauville Fire Department
	LSART	Louisiana State Animal Response Team
	LSP	Louisiana State Police
	LVFD	Lydia Volunteer Fire Department
	LWAF	Louisiana Department of Wildlife and Fisheries
	LWIN	Louisiana Wireless Information System
M		
	MHz	Megahertz
	MOA	Memorandum of Agreement
	MOU	Memorandum of Understanding
N		
	NGO	Non-governmental Organizations
	NIFD	New Iberia Fire Department
	NIMS	National Incident Management System
	NRC	National Regulatory Commission
O		
	LDH	Louisiana Office of Public Health, Formerly LDH
P		
	PA	FEMA Public Assistance Grant
	PCP	Parish Collection Points
	PIO	Public Information Officer
	POD	Points of Distribution
	PPP	Parish Pickup Point

IBERIA PARISH EMERGENCY OPERATIONS PLAN

	PSAP	Public Safety Answering Point
Q		
R		
	RL	FEMA Repetitive Loss List
	ROE	Right of Entry
	RVFD	Rynella Volunteer Fire Department
S		
	SHPO	State Historic Preservation Officer
	SMILE	Community Action Group for the St Martin, Iberia and Lafayette Parish areas.
	SOP	Standard Operating Procedures
	SRL	FEMA Severe Repetitive Loss List
T		
U		
	UCS	Unified Command System
	ULLPD	University of Louisiana at Lafayette Police Department
	USACE	United States Army Corps of Engineers
	USCG	United States Coast Guard
V		
W		
	WebEOC	GOHSEP software for the tracking of incidents
X		
Y		
Z		

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Appendix Intro 1-4, IPG Adoption of NIMS

Parish of Iberia
Office of the Parish President

PROCLAMATION IMPLEMENTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM

February 2, 2006

WHEREAS, In Homeland Security Directive (HSPD)-5, the President of the United States directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

WHEREAS, the National Commission of Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW THEREFORE, Pursuant to the authority vested in me by the Constitution of the State of Louisiana and the provisions of the Louisiana Disaster Act of 1993 as Amended, I do hereby mandate the National Incident Management System (NIMS) for Iberia Parish, Louisiana.

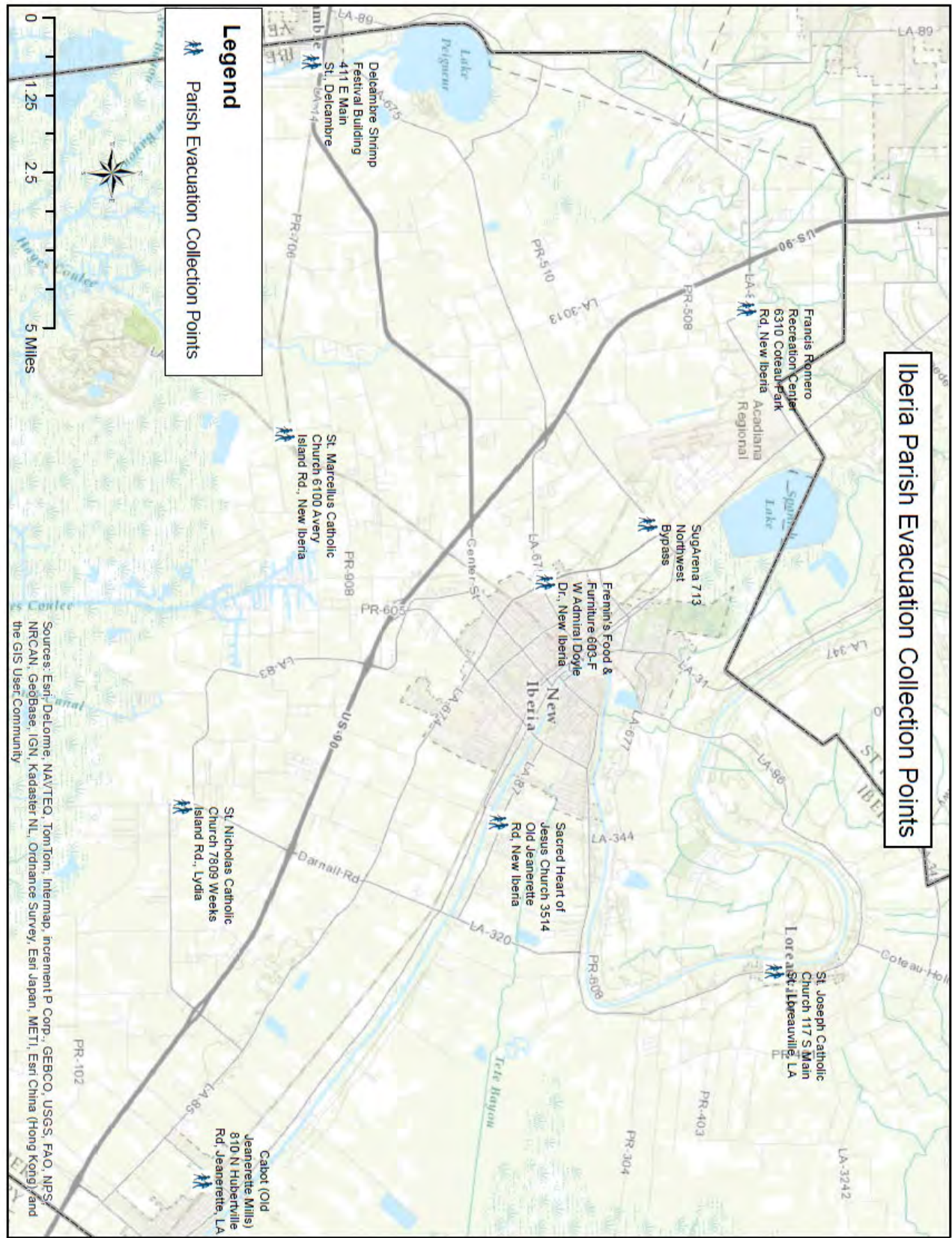
I further proclaim this to take effect immediately.

GIVEN under my hand in the Parish of Iberia, this 2nd day of February in the year of our Lord two thousand six.

WILL LANGLINIS
Parish President
Parish of Iberia
State of Louisiana

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Appendix ESF-1-1, Iberia Parish Evacuation Collection Points (Parish Collection Points)



**2018 MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
IBERIA PARISH GOVERNMENT
AND
CITY OF WEST MONROE
(Until December 31, 2019)**

This memorandum of understanding is entered into on the dates set forth herein by and between:

IBERIA PARISH GOVERNMENT, a political subdivision of the State of Louisiana, herein represented by M. Larry Richard, President of Iberia Parish Government, ("IBERIA"); and,

CITY OF WEST MONROE, a political subdivision of the State of Louisiana, herein represented by Dave Norris, Mayor of the City of West Monroe, Louisiana, ("WM");

WHEREAS, La. R.S. 33:1324 provides any parish or political subdivision of the state may make agreements among themselves to engage jointly in the construction or improvement of any public project, or the promotion of and maintenance of any undertaking provided that at least one of the participants to the agreement is authorized under a provision of general or special law to perform such activity or exercise such power as may be necessary for completion of the undertaking; and

WHEREAS, IBERIA, through its Parish President, during an emergency event in Iberia Parish, is empowered to take steps and measures necessary to protect the lives and property of the citizens of Iberia Parish; and

WHEREAS, IBERIA and WM wish to continue to memorialize an arrangement to grant use of the West Monroe Convention Center, 901 Ridge Avenue; West Monroe/West Ouachita Senior Center and Bus Barn, 1800 North 7th Street; and the West Monroe Community Center and Gymnasium, 400 South 5th Street, West Monroe, Louisiana 71291, as an emergency shelter in the event of a mandatory evacuation of the Parish of Iberia, or parts thereof; and

WHEREAS, IBERIA and WM find that entering into this 2018 Memorandum of Understanding (MOU) will serve a public safety purpose and have a public benefit.

NOW, THEREFORE, BE IT AGREED by and between IBERIA and WM that:

1.

The Memorandum Of Understanding by and between Iberia Parish Government and City of West Monroe, effective until December 31, 2017, a copy of which is attached, is here continued according to all of its terms, conditions and provisions, and shall remain otherwise unchanged except that this 2018 Memorandum of Understanding shall remain in effect from January 1, 2018, until

December 31, 2019, though subject to written amendment upon mutual consent.

IN WITNESS WHEREOF, the parties hereto have signed this 2018 Memorandum of Understanding, in duplicate original in the presence of the undersigned witnesses, after due reading of the whole.

WITNESSES:

Print Name: _____

Print Name: _____

IBERIA PARISH GOVERNMENT

By: M. Larry Richard
M. LARRY RICHARD, Parish President

Date: _____

OK
OK
12/2/17

WITNESSES:

Print Name: Lindsay McQuillen

Print Name: Patricia A. Bledsoe

CITY OF WEST MONROE

By: Dave Norris
DAVE NORRIS, Mayor

Date: DECEMBER 15, 2017

Current contacts are as follows:

City of West Monroe

Dave Norris, Mayor
2305 N 7th St.
West Monroe, LA 71291
318-396-2600 (office)

Todd Smith
Chief, West Monroe Fire Department
4341 Cypress St.
West Monroe, LA 71291
318-397-1059 (office)
318-237-4817 (cell)

Iberia Parish Government

Prescott L. Marshall
300 Iberia Street, Suite B-130
New Iberia, LA 70560
337-369-4427 (Office)
337-519-2575 (Mobile)

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN IBERIA PARISH
GOVERNMENT AND CITY OF WEST MONROE**

This agreement is entered into on the dates set forth herein by and between:

IBERIA PARISH GOVERNMENT, a political Subdivision of the State of Louisiana, herein represented by Errol Romero, President of Iberia Parish Government, ("IPG"); and,

CITY OF WEST MONROE, a political subdivision of the State of Louisiana, herein represented by Dave Norris, Mayor, ("COWM");

WHEREAS, La. R.S. 33:1324 provides any parish or political subdivision of the state may make agreements among themselves to engage jointly in the construction or improvement of any public project or the promotion of and maintenance of any undertaking provided that at least one of the participants to the agreement is authorized under a provision of general or special law to perform such activity or exercise such power as may be necessary for completion of the undertaking; and

WHEREAS, Iberia Parish Government, through its Parish President, during an emergency event in the Parish, is empowered to take steps and measures necessary to protect the lives and property of the citizens of Iberia Parish; and

WHEREAS, IPG and COWM wish to memorialize an arrangement to grant use of the West Monroe Convention Center, 901 Ridge Avenue; West Monroe/West Ouachita Senior Center and Bus Barn, 1800 North 7th Street; and the West Monroe Community Center and Gymnasium, 400 South 5th Street; as emergency shelters in the event of a mandatory evacuation of the Parish of Iberia due to certain events, and

WHEREAS, Iberia Parish Government and the City of West Monroe find that entering into this Memorandum of Understanding will serve a public safety purpose and have a public benefit; and

NOW, THEREFORE, BE IT AGREED by and between IPG and COWM that:

1.

Upon the formal declaration of an emergency and a mandatory evacuation in Iberia Parish as a result of a category 3, 4, or 5 hurricane, the City of West Monroe grants use of the above listed facilities, together with on-site parking for daily transport vehicles and off-site parking for other evacuation vehicles, and adequate exterior area for the housing of household domestic pets as provided below (in the aggregate the "Shelter"), to the Iberia Parish Government Office of Homeland Security and Emergency Preparedness but with the Shelter to be under the management of the Red Cross and subject to their shelter guidelines, in order to provide shelter for up to a maximum of 900 Iberia Parish residents during and in the aftermath of a hurricane disaster.

2.

In such event, the Parish President or his designee will contact the City of West Monroe and provide no less than a 48-hour advance notice when possible prior to arrival of Iberia Parish evacuees, together with providing an estimated time of arrival, an estimate of the number of evacuees, an estimated number of allowable household pets accompanying the evacuees, and estimated period of use of the Shelter. Once occupied, the estimated period of use of the Shelter shall be updated on an on-going and regular basis.

3.

The City of West Monroe shall not assume responsibility or have any obligation for any expenses involved in providing the use of the Shelter under this Memorandum of Understanding (MOU). Access to the Shelter shall be made available by the Mayor of the COWM who may appoint a designee to provide access and oversee the use of the Shelter by IPG. IPG shall be informed of the Shelter contact person information.

4.

Rental fee for the Shelters will be \$2,500 per day for usage of all facilities. IPG shall also be responsible for the following based upon the relative number of Iberia Parish evacuees: Overtime pay for such reasonably required overtime for all employees and/or contractors of the COWM for the proper operation of the Shelter. If the COWM provides items requested by the Red Cross Shelter manager on behalf of the Iberia Parish evacuees, IPG will reimburse the cost of such items to COWM. COWM shall also have the right to charge IPG for all costs and loss incurred due to the required cancellation of any previously scheduled events at the Shelters up to a maximum of \$5,000.

IPG anticipates providing 6 deputies and 3 or more community liaison persons to assist with the operation of the Shelters.

In-area transportation of shelter evacuees will be provided by COWM, and reimbursable based upon current FEMA approved rates.

COWM will provide an itemized invoice to IPG for all cost and expense accrued, and will provide IPG with all necessary documents requested by IPG in order to verify the correctness of the invoice and/or to allow IPG to obtain further reimbursement from governmental and/or insurance sources. However, the obligations of IPG for the amounts owed to COWM under this MOU are not contingent upon IPG obtaining payments or reimbursements from any other source, and all amounts owed by IPG to the COWM shall be promptly remitted following receipt of invoice.

5.

To the fullest extent permitted by law, IPG shall protect, defend, indemnify, save and hold harmless the COWM, including all Municipal Departments, its elected and appointed officials, Agencies, Councils, Boards and Commission, Districts, their officers, agents, servants, contractors, and employees, including volunteers, from and against any and all claims, demands, expense, losses, suits, costs, actions, fines, penalties, actions, and liability, whether actual or alleged, arising out of or resulting from injury, sickness, disease or death to any person or the damage, loss, expense or destruction of any property, including loss of use resulting therefrom, which may occur, be caused by, or in any way resulting from any actual or alleged act, omission, negligence, misconduct, or strict liability of IPG, its agents, its sub-contractors, partners, servants, officers, employees, volunteers, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, related to the performance or non-performance of this agreement, including any and all costs, fines, penalties, expense and/or attorney fees including but not limited to expert witness fees, incurred by the COWM, all Municipal Departments, its elected and appointed officials, Agencies, Councils, Districts, Boards and Commissions, their officers, agents, servants, contractors, and employees, including volunteers, as a result of any such claims, demands and/or causes of action including any costs associated with the enforcement of this indemnity provision excepting only those arising out of the actual act, omission, negligence, misconduct, or strict liability of COWM, all Municipal Departments, its elected and appointed officials, Districts, Agencies, Councils Board and Commissions, their officers, agents, servants, contractors, and employees, including volunteers or anyone directly or indirectly employed by them or anyone for whose acts they may be liable; however, this provision shall not waive any governmental immunity available to IPG under Louisiana Law including the Louisiana Homeland Security and Emergency Assistance and Disaster Act, and without waiving any defenses of the parties hereto as to any other person.

6.

This MOU shall be terminated under any or all of the following conditions:

- A. By written mutual consent of the parties hereto.
- B. By IPG or COWM as a consequence of the failure of either party to comply with the terms and conditions of this MOU in a satisfactory manner, proper allowance being made for circumstances beyond the control of either party, by ninety (90) days written notice by IPG or COWM.
- C. Either entity (IPG or COWM) may terminate this MOU with stated cause with ninety (90) days written notice to the other.

7.

The City of West Monroe shall allow IPG a pre-inspection of the Shelters to establish their condition prior to occupancy by IPG. IPG shall return the Shelters to the City of West Monroe in substantially the same condition as it was received by IPG. All damages caused by any person or entity during the time of use of the Shelters shall be promptly reimbursed to COWM by IPG upon receipt of written request.

8.

As provided in 1. above, IPG will be provided sufficient exterior area adjoining the Shelters to house limited amounts of household domestic pets which are evacuated with the evacuees. All household domestic pets shall be properly caged, and the evacuees, IPG and/or its employees, contractors and/or volunteers shall be solely responsible for their feeding, care and maintenance.

9.

IPG shall maintain for the duration of this MOU a policy or policies of insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the terms of this MOU by the parties, their employees and agents with the following minimum limits:

1. General Liability: \$1,000,000.00 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$500,000.00 combined single limit per accident, for bodily injury and property damage.
3. Worker's Compensation Insurance to meet the applicable statutory requirements and Employer's Liability Insurance with limits of not less than \$1,000,000.00 and which shall include an Alternate Employer Endorsement.

COWM shall be named as an additional insured on all policies; all policies shall contain a "waiver of subrogation" in favor of COWM and those for whom it may be responsible; and COWM shall receive a correct certificate of insurance reflecting those coverages and provisions.

10.

This MOU shall remain in effect from the date of execution until December 31, 2014 subject to written amendment upon mutual consent.

Compliance with Laws

The parties hereto and their employees, contractors, and agents shall comply with all applicable federal, state, and local laws and ordinances in carrying out the provision of this MOU.

Choice of Law

This MOU shall be governed by Louisiana law, and the provisions of this MOU shall be enforced through and any proceedings brought only in the 4th Judicial District Court, Ouachita Parish, Louisiana.

Attorney's Fees

In the event of any required litigation in order to enforce the terms of this MOU, the Judge shall have the right (but not the obligation) to award attorney's fees to the prevailing party.

Legal Construction

In case any one or more of the provisions contained in this MOU shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this MOU shall be considered as if such invalid, illegal, or unenforceable provision had never been contained in this MOU.

Amendment

No amendment to this MOU shall be effective unless it is in writing, signed by the duly authorized representatives of both parties.

No Waiver

The failure of IPG or COWM to enforce any of the terms of this MOU or to provide any of the supporting documentation in any particular instance shall not constitute a waiver of, or preclude the subsequent enforcement of any or all of the terms or conditions of this MOU.

No Assignment

IPG shall not have the right to assign any or all of its rights or obligations under this MOU without the prior express written approval of COWM.

IN WITNESS WHEREOF, the parties hereto have signed this Memorandum of Understanding, in duplicate original as of the 20th day of May, 2014, in the presence of the undersigned witnesses, after due reading of the whole.

WITNESSES:

[Signature]
[Signature]

WITNESSES:

[Signature]
[Signature]

IBERIA PARISH GOVERNMENT

By: [Signature]
Emil Romero, Parish President

Date: 5-20-2014

CITY OF WEST MONROE

By: [Signature]
DAVE NORRIS, Mayor

Date: _____

Current contacts are as follows:

City of West Monroe
Dave Norris, Mayor
2305 N 7th St.
West Monroe, LA 71291
318-396-2600 (office)

Todd Smith
Interim Chief, West Monroe Fire
Department
4341 Cypress St.
West Monroe, LA 71291
318-397-1059 (office)
318-237-4817 (cell)

Iberia Parish Government
Prescott L. Marshall, OHSEP Director
300 Iberia St., Suite B-130
New Iberia, LA 70563
337-369-4427 (office)
337-519-2575 (cell)

FRANCIS "TOMMY" POLLARD, SR.
District 1

MICHAEL R. LANDRY
District 2

THOMAS J. LANDRY
District 3

LLOYD BROWN
District 4

WARREN R. GACHASSIN, JR.
District 5

NATALIE BROUSSARD
District 6

PAUL G. LANDRY
District 7

Iberia Parish Council

NATALIE BROUSSARD
Chairman

(337) 365-8248



BRENDA P. BERGERON
Clerk of the Council

FAX (337) 369-7424

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District 9

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District 10

BRANDY BAKER
District 11

BENWICK FRANKS, JR.
District 12

MARTY TRUMAN
District 13

CHAD MATTHEWS
District 14

TO: M. Larry Richard
Parish President

FROM: Brenda P. Bergeron
Clerk of the Council

DATE: November 21, 2017

RE: MEMORANDUM OF UNDERSTANDING - CITY OF WEST MONROE

Enclosed please find Resolution No. 2017-210 as adopted by the Iberia Parish Council in Regular Session held on Wednesday, November 15, 2017. This Resolution authorizes the Parish President to execute a Memorandum of Understanding by and between Iberia Parish Government and the City of West Monroe to utilize the West Monroe Convention Center as an emergency evacuation center upon Iberia Parish's declaration of an emergency and calling a mandatory evacuation of Iberia Parish, effective until December 31, 2019.

Please provide this office with a copy of all transmittals for our General Files.

Should you have any questions, please contact this office.

rb

Enclosure

xc: Scott Saunier
Prescott Marshall

FRANCIS "TOMMY" POLLARD, SR.
District 1

MICHAEL R. LANDRY
District 2

THOMAS J. LANDRY
District 3

LLOYD BROWN
District 4

WARREN R. GACHOSHI, JR.
District 5

NATALIE BROUSSARD
District 6

PAUL G. LANDRY
District 7

NATALIE BROUSSARD
Chairman

(337) 365-8246



BRENDA R. BERGERON
Clerk of the Council

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District 12

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District 13

CINDY MATHEW
District 14

AN EXTRACT OF THE MINUTES OF THE PARISH COUNCIL OF IBERIA PARISH,
LOUISIANA, TAKEN AT A REGULAR MEETING HELD ON WEDNESDAY,
NOVEMBER 15, 2017.

A motion was made by Mr. Lloyd Brown, seconded by Mr. Marty Trahan,
that the following be adopted:

RESOLUTION NO. 2017-210

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE
A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN IBERIA
PARISH GOVERNMENT AND THE CITY OF WEST MONROE TO UTILIZE
THE WEST MONROE CONVENTION CENTER AS AN EMERGENCY
EVACUATION CENTER UPON IBERIA PARISH'S DECLARATION OF AN
EMERGENCY AND CALLING A MANDATORY EVACUATION OF IBERIA
PARISH, EFFECTIVE UNTIL DECEMBER 31, 2019.

WHEREAS, Iberia Parish Communications District has coordinated
assistance from the City of West Monroe to provide the West Monroe
Convention Center as an Emergency Evacuation Center upon the Iberia
Parish's declaration of an emergency and calling a mandatory
evacuation of Iberia Parish; and

WHEREAS, is it is necessary to authorize the execution of a
Memorandum of Understanding by and between the Iberia Parish
Government and the City of West Monroe to utilize said building in
the event of said emergency and/or evacuation.

NOW, THEREFORE, BE IT RESOLVED, that the Iberia Parish Council
does hereby authorize the Parish President to execute a Memorandum
of Agreement by and between Iberia Parish Government and the City
of West Monroe to utilize the West Monroe Convention Center as an
emergency evacuation center upon Iberia Parish's declaration of an
emergency and calling a mandatory evacuation of Iberia Parish,
effective until December 31, 2019.

RESOLUTION NO. 2017-210
NOVEMBER 15, 2017

PAGE 2

BE IT FINALLY RESOLVED, that this Resolution shall become effective immediately upon adoption by the Iberia Parish Council and approval by the Parish President in accordance with Section 2-13 of the Iberia Parish Home Rule Charter.

This Resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: Francis "Tommy" Pollard, Sr., Michael R. Landry, Thomas J. Landry, Lloyd Brown, Warren P. Gachassin, Jr., Natalie Broussard, Paul G. Landry, Ricky J. Gonsoulin, Joel J. Dugas, Eugene A. Olivier, Sr., Brian P. Napier, Berwick Francis, Jr., Marty Trahan, and Chad Maturin.

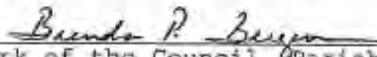
NAYS: None.

ABSENT: None.

And the Resolution was declared adopted this 15th day of November, 2017.

ATTEST: A true and correct copy of a Resolution adopted by the Parish Council of Iberia Parish, Louisiana, taken at a Regular Meeting held on Wednesday, November 15, 2017

IN FAITH WHEREOF, I have hereunto set my hand and the official seal of the Parish Council of Iberia Parish, Louisiana, on this 21st day of November 2017.


Clerk of the Council, Parish Council of
Iberia Parish, Louisiana.

Appendix ESF-1-3, Louisiana Evacuation Map





IBERIA PARISH EMERGENCY OPERATIONS PLAN

Appendix ESF 1-5, Iberia Parish Council Resolution Adopting the Memorandum of Understanding, Iberia Parish Government and the Iberia Parish School Board

MAGGIE F. DANIELS
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District 4
THOMAS COMEAUX
District 5
BERNARD E. BROUSSARD
District 6
DAVID DITCH
District 7

ROGER DUNCAN
Chairman

(337) 365-8246



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DIANE B. PHILLIPS
Clerk of the Council

FAX (337) 369-7424

RICKY J. GONSOULIN
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GLENN ROMERO
District 9

ROGER DUNCAN
District 10

JEROME FITCH
District 11

AQUICLINE REMER-ARNOLD
District 12

MARTY TRAHAN
District 13

DAVID WAYNE ROMERO
District 14

TO: Errol "Romo" Romero
Parish President
FROM: Diane B. Phillips, CPS *Diane*
Clerk of the Council
DATE: May 29, 2014

RE: MOU BETWEEN IBERIA PARISH GOVERNMENT AND THE IBERIA PARISH
SCHOOL BOARD

Enclosed please find Resolution No. 2014-167 as adopted by the Iberia Parish Council in Regular Session held on Wednesday, May 14, 2014. This Resolution approves a Memorandum of Understanding by and between Iberia Parish Government and the Iberia Parish School Board to provide buses for transportation in the event of a mandatory evacuation prior to a hurricane or other emergency.

Should you have any questions, please contact this office.

bsg

Enclosure

xc: Thomas Burbank
Prescott Marshall ✓

MAGGIE P. DANIELS
District 1

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District 2

THOMAS J. LANDRY
District 3

LEOY BROWN
District 4

TROY COMEAUX
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JEROME FITCH
District 11

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District 12

MARTY TRAHAN
District 13

DAVID WAYNE ROMERO
District 14

AN EXTRACT OF THE MINUTES OF THE PARISH COUNCIL OF IBERIA PARISH,
LOUISIANA, TAKEN AT A REGULAR MEETING HELD ON WEDNESDAY,
MAY 14, 2014.

A motion was made by Ms. Aquicline Rener-Arnold, seconded by
Mr. Lloyd Brown, that the following be adopted:

RESOLUTION NO. 2014-167

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BY
AND BETWEEN IBERIA PARISH GOVERNMENT AND THE IBERIA
PARISH SCHOOL BOARD TO PROVIDE BUSES FOR TRANSPORTATION
IN THE EVENT OF A MANDATORY EVACUATION PRIOR TO A
HURRICANE OR OTHER EMERGENCY.

WHEREAS, Iberia Parish Communications District has coordinated
assistance from the Iberia Parish School Board to provide buses for
transportation upon Iberia Parish's calling of a mandatory
evacuation of Iberia Parish prior to a hurricane or other
emergency; and

WHEREAS, is it is necessary to authorize the execution of a
Memorandum of Understanding by and between the Iberia Parish
Government and the Iberia Parish School Board to utilize said buses
for transportation purposes in the event of said evacuation and/or
emergency.

NOW, THEREFORE, BE IT RESOLVED, that the Iberia Parish Council
does hereby authorize the Parish President to execute a Memorandum
of Understanding by and between Iberia Parish Government and the
Iberia Parish School Board to provide buses for transportation upon
Iberia Parish's calling of a mandatory evacuation of Iberia Parish
prior to a hurricane or other emergency.

RESOLUTION NO. 2014-167
MAY 14, 2014

PAGE 2

BE IT FINALLY RESOLVED, that this Resolution shall become effective immediately upon adoption by the Iberia Parish Council and approval by the Parish President in accordance with Section 2-13 of the Iberia Parish Home Rule Charter.

This Resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: Maggie F. Daniels, Curtis Boudoin, Lloyd Brown, Troy Comeaux, Bernard E. Broussard, David Ditch, Ricky J. Gonsoulin, Glenn Romero, Roger Duncan, Jerome W. Fitch, Aquicline Renner-Arnold, Marty Trahan, and D. Wayne Romero.

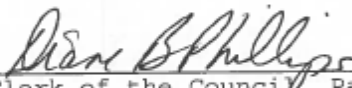
NAYS: None.

ABSENT: Thomas J. Landry.

And the Resolution was declared adopted this 14th day of May, 2014.

ATTEST: A true and correct copy of a Resolution adopted by the Parish Council of Iberia Parish, Louisiana, taken at a Regular Meeting held on Wednesday, May 14, 2014.

IN FAITH WHEREOF, I have hereunto set my hand and the official seal of the Parish Council of Iberia Parish, Louisiana, on this 29th day of May, 2014.


Clerk of the Council, Parish Council of
Iberia Parish, Louisiana.

Appendix ESF-2-1, LWIN Interoperability Talkgroups

DESIGNATOR	USE
*STATE-1	DEDICATED STATE AGENCY INTEROPERABILITY
*STATE-2	DEDICATED STATE AGENCY INTEROPERABILITY
*STATE-3	DEDICATED STATE AGENCY INTEROPERABILITY
*STATE-4	DEDICATED STATE AGENCY INTEROPERABILITY
*INTEROP-1	LOCAL/STATE AGENCY INTEROPERABILITY
*INTEROP-2	LOCAL/STATE AGENCY INTEROPERABILITY
*INTEROP-3	LOCAL/STATE AGENCY INTEROPERABILITY
*INTEROP-4	LOCAL/STATE AGENCY INTEROPERABILITY
*INTEROP-5	LOCAL/STATE AGENCY INTEROPERABILITY
*INTEROP-6	LOCAL/STATE AGENCY INTEROPERABILITY
*INTEROP-7	LOCAL/STATE AGENCY INTEROPERABILITY
*INTEROP-8	LOCAL/STATE AGENCY INTEROPERABILITY
*INTEROP-9	LOCAL/STATE AGENCY INTEROPERABILITY
*INTEROP-10	LOCAL/STATE AGENCY INTEROPERABILITY
*R1-COORDCALL	REGION 1 CALLING
*R1-COORDTK-1	REGION 1 INTEROPERABILITY TALK
*R1-COORDTK-2	REGION 1 INTEROPERABILITY TALK
*R1-BOLO (LAW ENFORCEMENT RADIOS ONLY)	REGION 1 BOLO ANNOUNCEMENT & DISPATCHER TO DISPATCHER ONLY
*R1-TACTICAL (LAW ENFORCEMENT RADIOS ONLY)	REGION 1 LAW ENFORCEMENT INTEROPERABILITY TALK
*R2-COORDCALL	REGION 2 CALLING
*R2-COORDTK-1	REGION 2 INTEROPERABILITY TALK
*R2-COORDTK-2	REGION 2 INTEROPERABILITY TALK

IBERIA PARISH EMERGENCY OPERATIONS PLAN

*R2-BOLO (LAW ENFORCEMENT RADIOS ONLY)	REGION 2 BOLO ANNOUNCEMENT & DISPATCHER TO DISPATCHER ONLY
*R2-TACTICAL (LAW ENFORCEMENT RADIOS ONLY)	REGION 2 LAW ENFORCEMENT INTEROPERABILITY TALK
*R3-COORDCALL	REGION 3 CALLING
*R3-COORDTK-1	REGION 3 INTEROPERABILITY TALK
*R3-COORDTK-2	REGION 3 INTEROPERABILITY TALK
*R3-BOLO (LAW ENFORCEMENT RADIOS ONLY)	REGION 3 BOLO ANNOUNCEMENT & DISPATCHER TO DISPATCHER ONLY
*R3-TACTICAL (LAW ENFORCEMENT RADIOS ONLY)	REGION 3 LAW ENFORCEMENT INTEROPERABILITY TALK
*R4-COORDCALL	REGION 4 CALLING
*R4-COORDTK-1	REGION 4 INTEROPERABILITY TALK
*R4-COORDTK-2	REGION 4 INTEROPERABILITY TALK
*R4-BOLO (LAW ENFORCEMENT MOBILES/PORTABLES ONLY)	REGION 4 BOLO ANNOUNCEMENT, DISPATCHER TO DISPATCHER & OPS PER R4 PLAN
*R4-TACTICAL (LAW ENFORCEMENT RADIOS ONLY)	REGION 4 LAW ENFORCEMENT INTEROPERABILITY TALK
*R5-COORDCALL	REGION 5 CALLING
*R5-COORDTK-1	REGION 5 INTEROPERABILITY TALK
*R5-COORDTK-2	REGION 5 INTEROPERABILITY TALK
*R5-BOLO (LAW ENFORCEMENT RADIOS ONLY)	REGION 5 BOLO ANNOUNCEMENT & DISPATCHER TO DISPATCHER ONLY
*R5-TACTICAL (LAW ENFORCEMENT RADIOS ONLY)	REGION 5 LAW ENFORCEMENT INTEROPERABILITY TALK
*R6-COORDCALL	REGION 6 CALLING
*R6-COORDTK-1	REGION 6 INTEROPERABILITY TALK
*R6-COORDTK-2	REGION 6 INTEROPERABILITY TALK
*R6-BOLO (LAW ENFORCEMENT RADIOS ONLY)	REGION 6 BOLO ANNOUNCEMENT & DISPATCHER TO DISPATCHER ONLY
*R6-TACTICAL (LAW ENFORCEMENT RADIOS ONLY)	REGION 6 LAW ENFORCEMENT INTEROPERABILITY TALK
*R7-COORDCALL	REGION 7 CALLING

IBERIA PARISH EMERGENCY OPERATIONS PLAN

*R7-COORDTK-1	REGION 7INTEROPERABILITY TALK
*R7-COORDTK-2	REGION 7 INTEROPERABILITY TALK
*R7-BOLO (LAW ENFORCEMENT RADIOS ONLY)	REGION 7 BOLO ANNOUNCEMENT & DISPATCHER TO DISPATCHER ONLY
*R7-TACTICAL (LAW ENFORCEMENT RADIOS ONLY)	REGION 7 LAW ENFORCEMENT INTEROPERABILITY TALK
*R8-COORDCALL	REGION 8 CALLING
*R8-COORDTK-1	REGION 8 INTEROPERABILITY TALK
*R8-COORDTK-2	REGION 8 INTEROPERABILITY TALK
*R8-BOLO (LAW ENFORCEMENT RADIOS ONLY)	REGION 8 BOLO ANNOUNCEMENT & DISPATCHER TO DISPATCHER ONLY
*R8-TACTICAL (LAW ENFORCEMENT RADIOS ONLY)	REGION 8 LAW ENFORCEMENT INTEROPERABILITY TALK
*R9-COORDCALL	REGION 9 CALLING
*R9-COORDTK-1	REGION 9 INTEROPERABILITY TALK
*R9-COORDTK-2	REGION 9 INTEROPERABILITY TALK
*R9-BOLO (LAW ENFORCEMENT RADIOS ONLY)	REGION 9 BOLO ANNOUNCEMENT & DISPATCHER TO DISPATCHER ONLY
*R9-TACTICAL (LAW ENFORCEMENT RADIOS ONLY)	REGION 9 LAW ENFORCEMENT INTEROPERABILITY TALK

Appendix ESF 2-2, Interoperability Channels

Non-Federal VHF National Interoperability Channels				
Description	Channel name	Mobile Receive Frequency	Mobile Transmit Frequency	CTCSS Tone \pm
VHF Low Band				
Law Enforcement	LLAW1	39.4600	45.8600	CSQ /156.7 (5A)
	LLAW1D	39.4600	39.4600	CSQ /156.7 (5A)
Fire (Proposed)	LFIRE2	39.4800	45.8800	CSQ /156.7 (5A)
	LFIRE2D	39.4800	39.4800	CSQ /156.7 (5A)
Law Enforcement	LLAW3	45.8600	39.4600	CSQ /156.7 (5A)
	LLAW3D	45.8600	45.8600	CSQ /156.7 (5A)
Fire (Proposed)	LFIRE4	45.8800	39.4800	CSQ /156.7 (5A)
Fire	LFIRE4D	45.8800	45.8800	CSQ /156.7 (5A)
Frequency 39.4800 MHz is pending FCC assignment for exclusive fire intersystem use.				
\pm Default operation should be carrier squelch receive, CTCSS transmit. If the user can enable/disable without reprogramming the radio, the indicated CTCSS tone also could be programmed for receive, and the user instructed how and when to enable/disable.				

Non-Federal VHF National Interoperability Channels				
VHF High Band				
Description	Channel Name	Mobile Receive Freq.	Mobile Transmit Freq.	CTCSS Tone
Calling	VCALL10	155.7525	155.7525	CSQ / 156.7 (5A) ±
Tactical	VTAC11 *	151.1375	151.1375	CSQ / 156.7 (5A) ±
Tactical	VTAC12 *	154.4525	154.4525	CSQ / 156.7 (5A) ±
Tactical	VTAC13	158.7375	158.7375	CSQ / 156.7 (5A) ±
Tactical	VTAC14	159.4725	159.4725	CSQ / 156.7 (5A) ±
Tac Rpt	VTAC33 * •	159.4725	151.1375	CSQ / 136.5 (4Z)
Tac Rpt	VTAC34 * •	158.7375	154.4525	CSQ / 136.5 (4Z)
Tac Rpt	VTAC35 •	159.4725	158.7375	CSQ / 136.5 (4Z)
Tac Rpt	VTAC36 * •	151.1375	159.4725	CSQ / 136.5 (4Z)
Tac Rpt	VTAC37 * •	154.4525	158.7375	CSQ / 136.5 (4Z)
Tac Rpt	VTAC38 •	158.7375	159.4725	CSQ / 136.5 (4Z)

*VTAC11-12, VTAC33-34, and VTAC36-37 may not be used in Puerto Rico or the USVI.

±Default operation should be carrier squelch receive, CTCSS transmit. If the user can enable/disable without re-programming the radio, the indicated CTCSS tone also could be programmed for receive, and the user instructed how and when to enable/disable.

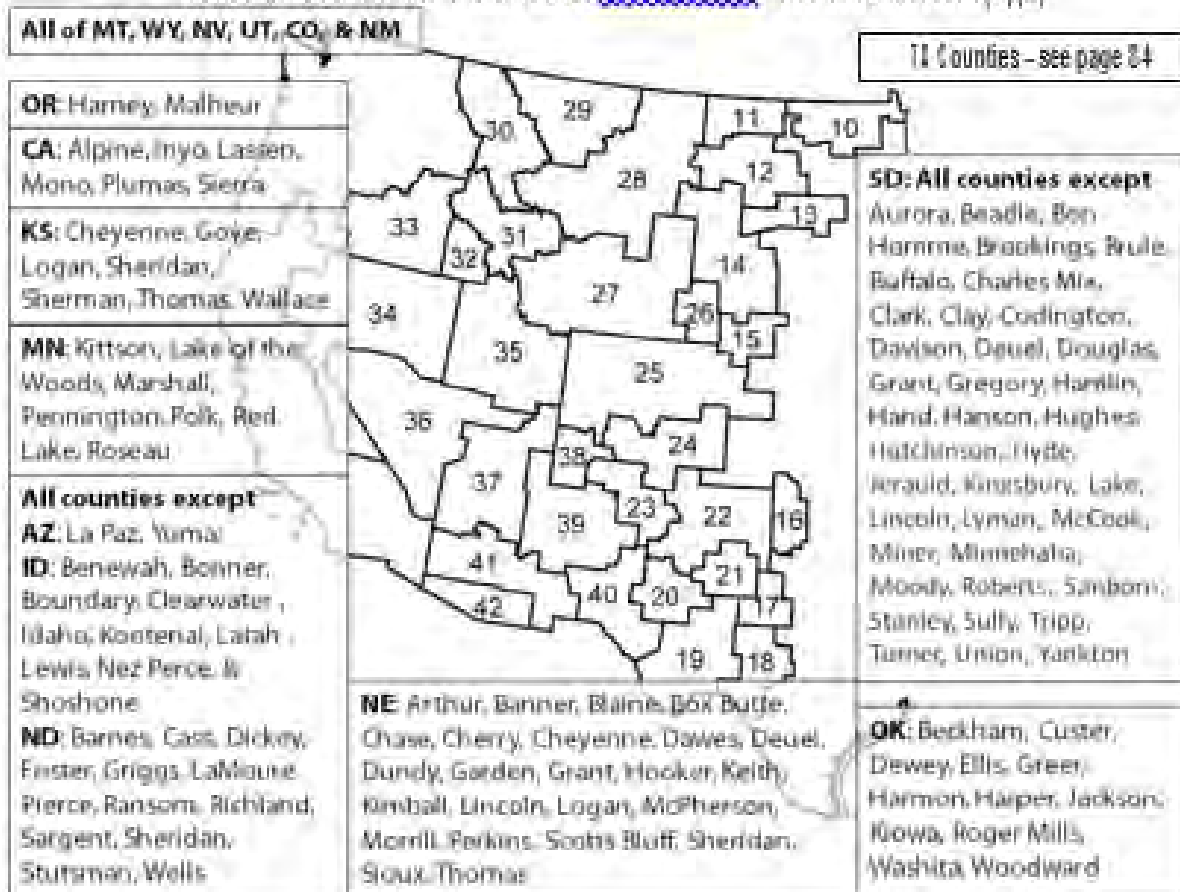
- VTAC33-38 recommended for deployable tactical repeater use only (FCC Station Class FB2T).
- VTAC36-38 are preferred; VTAC33-35 should be used only when necessary due to interference.

All channels on this page are NARROWBAND only. Limited to 3 watts ERP above Line A or East of Line C.

Non-Federal VHF National Interoperability Channels			
VHF Inland			
Description	Channel Name	Mobile RX (MHz)	Mobile TX (MHz)
Tactical – narrowband FM	VTAC17	161.8500	157.2500
Tactical – narrowband FM	VTAC17D	161.8500	161.8500
<p>Default operation should be carrier squelch receive, CTCSS 156.7 Hz(5A) transmit. If the user can enable/disable CTCSS without reprogramming the radio, the indicated CTCSS tone also could be programmed for receive, and the user instructed how and when to enable/disable.</p> <p>For VTAC17/VTAC17D only: Base stations: 50 watts max, antenna HAAT 400 feet max. Mobile stations: 20 watts max, antenna HAAT 15 feet max. These channels are for tactical use and may not be operated on board aircraft in flight. These channels use narrowband FM and are available only in certain inland areas at least 100 miles from a major waterway. These channels use the same frequencies as VHF Marine channel 25, which uses wideband FM. Use only where authorized. See map on next page. In these <u>authorized areas</u>, interoperability communications have priority over grandfathered public coast and public safety licensees.</p> <p>All channels on this page are NARROWBAND only. Limited to 3 watts ERP above Line A or East of Line C. "Blanket authorization" does not apply - use of these channels must be licensed, or authorized by STA.</p>			

Counties Where VTAC17/VTAC17D May Be Used

Numbers Indicate VHF Public Coast Station Areas - see 47CFR80.371(c)(iii)



Non-Federal UHF National Interoperability Repeater Channels			
Description	Channel Name	Mobile RX (MHz)	Mobile TX (MHz)
Calling	UCALL40	453.2125	458.2125
Calling	UCALL40D	453.2125	453.2125
Tactical	UTAC41	453.4625	458.4625
Tactical	UTAC41D	453.4625	453.4625
Tactical	UTAC42	453.7125	458.7125
Tactical	UTAC42D	453.7125	453.7125
Tactical	UTAC43	453.8625	458.8625
Tactical	UTAC43D	453.8625	453.8625
<p>Default operation should be carrier squelch receive, CTCSS 156.7(5A) transmit. If the user can enable/disable CTCSS without reprogramming the radio, the indicated CTCSS tone also could be programmed for receive, and the user instructed how and when to enable/disable.</p> <p>All channels on this page are NARROWBAND only. Limited to 3 watts ERP above Line A or East of Line C.</p>			

700 MHz Interoperability Channels				
FCC Channel (Subscriber Load)		Transmit and Receive Frequencies	Primary Use	Channel Name
Receive Ch.	Transmit Ch.			
23-24	983-984	799.14375	General Public Safety	7TAC51
	23-24	769.14375		7TAC51D
39-40	999-1000	799.24375	Calling Channel	7CALL50
	39-40	769.24375		7CALL50D
63-64	1023-1024	799.39375	EMS	7MED65
	63-64	769.39375		7MED65D
79-80	1039-1040	799.49375	EMS	7MED66
	79-80	769.49375		7MED66D
103-104	1063-1064	799.64375	General Public Safety	7TAC52
	103-104	769.64375		7TAC52D
119-120	1079-1080	799.74375	General Public Safety	7TAC55
	119-120	769.74375		7TAC55D
143-144	1103-1104	799.89375	Fire	7FIRE63
	143-144	769.89375		7FIRE63D
159-160	1119-1120	799.99375	Fire	7FIRE64
	159-160	769.99375		7FIRE64D

IBERIA PARISH EMERGENCY OPERATIONS PLAN

183-184	1143-1144	800.14375	General	7TAC53
	183-184	770.14375	Public Safety	7TAC53D
199-200	1159-1160	800.24375	General	7TAC56
	199-200	770.24375	Public Safety	7TAC56D
223-224	1183-1184	800.39375	Law	7LAW61
	223-224	770.39375	Enforcement	7LAW61D

FCC Channel (Subscriber Load)		Transmit and Receive Frequencies	Primary Use	Channel Name
Receive Ch.	Transmit Ch.			
761-762	1721-1722	803.75625	General Public Safety	7TAC75
	761-762	773.75625		7TAC75D
777-778	1737-1738	803.85625	Fire	7FIRE84
	777-778	773.85625		7FIRE84D
801-802	1761-1762	804.00625	Law Enforcement	7LAW81
	801-802	774.00625		7LAW81D
817-818	1777-1778	804.10625	General Public Safety	7TAC73
	817-818	774.10625		7TAC73D
841-842	1801-1802	804.25625	General Public Safety	7TAC76
	841-842	774.25625		7TAC76D
857-858	1817-1818	804.35625	Law Enforcement	7LAW82
	857-858	774.35625		7LAW82D
881-882	1841-1842	804.50625	Mobile Repeater	7MOB79
	881-882	774.50625		7MOB79D
897-898	1857-1858	804.60625	General Public Safety	7TAC74
	897-898	774.60625		7TAC74D
921-922	1881-1882	804.75625	Mobile Data	7DATA89
	921-922	774.75625		7DATA89D
937-938	1897-1898	804.85625	Other Public Service	7GTAC77
	937-938	774.85625		7GTAC77D

12.5 kHz narrowband channels shown as odd-even channel pairs of 6.25 kHz channels.

Ref: http://www.apco911.org/frequency/documents/700_NB_channel_centers.pdf

Non-Federal 800 MHz National Mutual Aid Repeater Channels			
Description	Ch. Name	Mobile RX (MHz)*	Mobile TX (MHz)*
Calling	8CALL90	851.0125 (866.0125)	806.0125 (821.0125)
Calling – Direct	8CALL90D	851.0125 (866.0125)	851.0125 (866.0125)
Tactical	8TAC91	851.5125 (866.5125)	806.5125 (821.5125)
Tactical – Direct	8TAC91D	851.5125 (866.5125)	851.5125 (866.5125)
Tactical	8TAC92	852.0125 (867.0125)	807.0125 (822.0125)
Tactical – Direct	8TAC92D	852.0125 (867.0125)	852.0125 (867.0125)
Tactical	8TAC93	852.5125 (867.5125)	807.5125 (822.5125)
Tactical – Direct	8TAC93D	852.5125 (867.5125)	852.5125 (867.5125)
Tactical	8TAC94	853.0125 (868.0125)	808.0125 (823.0125)
Tactical – Direct	8TAC94D	853.0125 (868.0125)	853.0125 (868.0125)
<p>Default operation should be carrier squelch receive, CTCSS 156.7(5A) transmit. If the user can enable/disable CTCSS without reprogramming the radio, the indicated CTCSS tone could also be programmed for receive, and the user instructed how and when to enable/disable.</p> <p>*The frequency in parenthesis, which is 15 MHz higher, is the frequency used before rebanding - channel names were ICALL, ITAC1 - ITAC4. Wideband FM 20K0F3E before and after rebanding.</p>			

VHF Incident Response (IR) Federal Interoperability Channel Plan				
Suggested Assignment (subject to availability & local plans)	Channel Name	Note	Mobile RX (MHz)	Mobile TX (MHz)
Incident Calling	NC 1	Calling	169.5375	164.7125
Incident Command	IR 1		170.0125	165.2500
Medical Evacuation Control	IR 2		170.4125	165.9625
Logistics Control	IR 3		170.6875	166.5750
Interagency Convoy	IR 4		173.0375	167.3250
Incident Calling (Direct)	IR 5	Direct for NC 1 Calling	169.5375	169.5375 (S)
Incident Command (Direct)	IR 6	Direct for IR 1	170.0125	170.0125 (S)
Medical Evacuation Control (Direct)	IR 7	Direct for IR 2	170.4125	170.4125 (S)
Logistics Control (Direct)	IR 8	Direct for IR 3	170.6875	170.6875 (S)
Interagency Convoy (Direct)	IR 9	Direct for IR 4	173.0375	173.0375 (S)
<p>*See "Conditions for Use of Federal Interoperability Channels" on pages 22 - 24.</p> <p>Default operation should be carrier squelch receive, CTCSS 167.9/CSQ transmit. If the user can enable/disable CTCSS without reprogramming the radio, the indicated CTCSS tone also could be programmed for receive, and the user instructed how and when to enable/disable.</p> <p>All channels on this page are NARROWBAND only.</p>				

UHF Incident Response (IR) Federal Interoperability Channel Plan				
Suggested Assignment (subject to availability & local plans)	Channel Name	Note	Mobile RX (MHz)	Mobile TX (MHz)
Incident Calling	NC 2	Calling	410.2375	419.2375
Ad hoc assignment	IR 10		410.4375	419.4375
Ad hoc assignment	IR 11		410.6375	419.6375
SAR Incident Command	IR 12		410.8375	419.8375
Ad hoc assignment	IR 13		413.1875	413.1875 (S)
Interagency Convoy	IR 14		413.2125	413.2125 (S)
Incident Calling (Direct)	IR 15	Direct for NC 2 Calling	410.2375	410.2375 (S)
Ad hoc assignment (Direct)	IR 16	Direct for IR 10	410.4375	410.4375 (S)
Ad hoc assignment (Direct)	IR 17	Direct for IR 11	410.6375	410.6375 (S)
SAR Incident Command (Direct)	IR 18	Direct for IR 12	410.8375	410.8375 (S)
<p>*See "Conditions for Use of Federal Interoperability Channels" on pages 22 - 24.</p> <p>Default operation should be carrier squelch receive, CTCSS 167.9/CSQ transmit. If the user can enable/disable CTCSS without reprogramming the radio, the indicated CTCSS tone also could be programmed for receive, and the user instructed how and when to enable/disable.</p> <p>All channels on this page are NARROWBAND only.</p>				

Federal / Non-Federal SAR Comm and Interoperability Plan			
Channel Name*	Mobile RX (MHz)	Mobile TX (MHz)	CTCSS
IR 12**	410.8375	419.8375	167.9 Tx, CSQ Rx
VTAC14	159.4725	159.4725	156.7 Tx, CSQ Rx (156.7 Rx if user selectable)
UTAC43	453.8625	458.8625	156.7 Tx, CSQ Rx (156.7 Rx if user selectable)
8TAC94 (ITAC4 before rebanding)	853.0125 (868.0125 before rebanding)	808.0125 (823.0125 before rebanding)	156.7 Tx, CSQ Rx (156.7 Rx if user selectable)
VHF Marine Ch. 17***	156.8500 (this use requires FCC STA)	156.8500 (this use requires FCC STA)	none
<p>* If a repeater is not available, substitute the corresponding talk-around channel: IR 18 for IR 12, UTAC43D for UTAC43, 8TAC94D for 8TAC94.</p> <p>**See Conditions for Use of Federal Interoperability Channels on pages 22 - 24.</p> <p>***VHF marine ch. 17 is wideband FM, emission 16K00F3E.</p>			

Federal / Non-Federal VHF SAR Operations Interoperability Plan	
Suggested SAR Function	Frequency (MHz)
Ground Operations	155.1600 narrowband FM
Maritime Operations *	157.050 or 157.150 (VHF Marine ch.21A or 23A) as specified by USCG Sector Commander
Air Operations – civilian	123.100 MHz AM (may not be used for tests or exercises)
Air Operations – USCG/Military	345.0 MHz AM for initial contact only, then move to 282.8 MHz AM or other working channel
Air rescue assets to air rescue assets (deconfliction)	As charted on standard air chart or MULTICOM 122.850 (south or west sector) & 122.900 MHz (north or east sector), or as specified by FAA. 122.850 may not be used for tests or exercises
Ground to Air SAR working channel	157.175 83A (21A, 23A, 81A alternates as specified by local USCG Sector Commander) **
Ground to Maritime SAR working channel	157.050 21A (23A, 81A, 83A alternates as specified by local USCG Sector Commander) **
Maritime/Air/Ground SAR working channel *	157.175 83A (21A, 23A, 81A alternates as specified by local USCG Sector Commander) **
EMS / Medical Support	155.3400 narrowband FM
Hailing* & DISTRESS only - Maritime/Air/Ground	156.800 VHF Marine channel 16 *
<p>* Use VHF Marine ch.16 to make contact (30 seconds max.), then move to appropriate working channel as directed by local USCG Sector Commander. Non-maritime use of any VHF Marine channel requires FCC Special Temporary Authority or appropriate license. VHF marine channels use wideband FM, emission 16K0F3E</p> <p>** VHF Marine channels: 16=156.800 21A=157.050 22A=157.100 23A=157.150 81A=157.075 82A=157.125 83A=157.1750 Direction from USCG, FCC, or FAA overrides information in this table. This table does not convey authority to operate.</p>	

VHF Public Safety Mutual Aid and Comm on Channels			
Frequency (MHz)	Usage	Narrowband ID	Note
155.1600	Search and Rescue Common	SAR NFM	Not designated by FCC; availability varies.
154.2650 mobile	Fire Mutual Aid	VFIRE22	Not available in Puerto Rico and the U.S. Virgin Islands.
154.2725	Fire Mutual Aid	VFIRE24	
154.2800 base/mobile	Fire Mutual Aid	VFIRE21	
154.2875		VFIRE25	
154.2950 mobile	Fire Mutual Aid	VFIRE23	
154.3025		VFIRE26	
155.3400 base/mobile	EMS Mutual Aid	VMED28	May be designated for EMS Mutual Aid.
155.3475		VMED29	May be designated for EMS Mutual Aid.
155.4750 base/mobile	Law Enforcement Mutual Aid	VLAW31	
155.4825	Law Enforcement Mutual Aid	VLAW32	
<p>Rules for use of these channels are contained in 47 CFR 90.20 and NTIA Manual Section 4.3.11 & 7.3.6.</p> <p>See also "Non-Federal VHF National Interoperability Channels" and "Non-Federal VHF Inland Interoperability Channels" on page 26 - 28 of this document.</p>			

UHF MED (Medical, EMS) Channels			
Base & Mobile TX	Mobile TX	Channel Name	Bandwidth
462.950	467.950	MED-9 *	W,N,U
462.95625	467.95625	MED-91 *	U
462.9625	467.9625	MED-92 *	N,U
462.96875	467.96875	MED-93 *	U
462.975	467.975	MED-10 *	W,N,U
462.98125	467.98125	MED-101 *	U
462.9875	467.9875	MED-102 *	N,U
462.99375	467.99375	MED-103 *	U
* Used primarily for dispatch; may be used for mutual aid. <u>47CFR90.20(d)(65)</u> .			
463.000	468.000	MED-1	W,N,U
463.00625	468.00625	MED-11	U
463.0125	468.0125	MED-12	N,U
463.01875	468.01875	MED-13	U
463.025	468.025	MED-2	W,N,U
463.03125	468.03125	MED-21	U
Direct mode: receive & transmit on "Base & Mobile TX" freq.; Repeater mode: transmit on "Mobile TX" freq., receive on "Base & Mobile TX" freq. CTCSS as required by local plan. Bandwidth: W=wide, N=narrow, U=ultra-narrow (6.25 kHz). Add "D" to channel name when operating in "Direct" mode.			

UHF MED (Medical, EMS) Channels			
Base & Mobile TX	Mobile TX	Channel Name	Bandwidth
463.0375	468.0375	MED-22	N,U
463.04375	468.04375	MED-23	U
463.050	468.050	MED-3	W,N,U
463.05625	468.05625	MED-31	U
463.0625	468.0625	MED-32	N,U
463.06875	468.06875	MED-33	U
463.075	468.075	MED-4	W,N,U
463.08125	468.08125	MED-41	U
463.0875	468.0875	MED-42	N,U
463.09375	468.09375	MED-43	U
463.100	468.100	MED-5	W,N,U
463.10625	468.10625	MED-51	U
463.1125	468.1125	MED-52	N,U
463.11875	468.11875	MED-53	U
463.125	468.125	MED-6	W,N,U
Direct mode: receive & transmit on "Base & Mobile TX" freq.; Repeater mode: transmit on "Mobile TX" freq., receive on "Base & Mobile TX" freq. CTCSS as required by local plan. Bandwidth: W=wide, N=narrow, U=ultra-narrow (6.25 kHz). Add "D" to channel name when operating in "Direct" mode.			

UHF MED (Medical, EMS) Channels			
Base & Mobile TX	Mobile TX	Channel Name	Bandwidth
463.13125	468.13125	MED-61	U
463.1375	468.1375	MED-62	N,U
463.14375	468.14375	MED-63	U
463.150	468.150	MED-7	W,N,U
463.15625	468.15625	MED-71	U
463.1625	468.1625	MED-72	N,U
463.16875	468.16875	MED-73	U
463.175	468.175	MED-8	W,N,U
463.18125	468.18125	MED-81	U
463.1875	468.1875	MED-82	N,U
463.19375	468.19375	MED-83	U
Direct mode: receive & transmit on "Base & Mobile TX" freq.; Repeater mode: transmit on "Mobile TX" freq., receive on "Base & Mobile TX" freq. CTCSS as required by local plan. Bandwidth: W=wide, N=narrow, U=ultra-narrow (6.25 kHz). Add "D" to channel name when operating in "Direct" mode.			

IBERIA PARISH EMERGENCY OPERATIONS PLAN

TALKGROUP ALIAS (TALKGROUPS ASSIGNED TO IBERIA PARISH)	DESCRIPTION
IPCD-SO-DISP1	IBERIA PARISH SHERIFF'S OFFICE, DISPATCH 1
IPCD-SO-DISP2	IBERIA PARISH SHERIFF'S OFFICE, DISPATCH 2
IPCD-SO-CRDTK1	IBERIA PARISH SHERIFF'S OFFICE, PATROL
IPCD-SO-CRDTK2	IBERIA PARISH SHERIFF'S OFFICE, TRAFFIC
IPCD-SO-CID1	IBERIA PARISH SHERIFF'S OFFICE, BOI-1
IPCD-SO-CID2	IBERIA PARISH SHERIFF'S OFFICE, BOI-2
IPCD-SO-CID3	IBERIA PARISH SHERIFF'S OFFICE, BOI-3
IPCD-SO-NARC1	IBERIA PARISH SHERIFF'S OFFICE, NARCOTICS-1
IPCD-SO-NARC2	IBERIA PARISH SHERIFF'S OFFICE, NARCOTICS-2
IPCD-SO-ADMIN1	IBERIA PARISH SHERIFF'S OFFICE, ADMIN-1
IPCD-SO-ADMIN2	IBERIA PARISH SHERIFF'S OFFICE, ADMIN-2
IPCD-SO-JAIL1	IBERIA PARISH SHERIFF'S OFFICE, JAIL-1
IPCD-SO-JAIL2	IBERIA PARISH SHERIFF'S OFFICE, JAIL-2
IPCD-SO-SRT	IBERIA PARISH SHERIFF'S OFFICE, SRT
IPCD-SO-JPD1	JEANERETTE POLICE DEPARTMENT 1
IPCD-SO-JPD2	JEANERETTE POLICE DEPARTMENT 2
IPSO-JEAN-MARS	JEANERETTE CITY MARSHAL'S OFFICE
IPCD-DEL-PD	DELCAMBRE POLICE DEPARTMENT
IPCD-FD-DISP1	IBERIA PARISH FIRE PROTECTION DISTRICT #1, DISPATCH-1
IPCD-FD-DISP2	IBERIA PARISH FIRE PROTECTION DISTRICT #1, DISPATCH-2
IPCD-FD-DISP3	IBERIA PARISH FIRE PROTECTION DISTRICT #1, DISPATCH-3
IPCD-FD-1	IBERIA PARISH FIRE PROTECTION DISTRICT #1, FIRE GROUND-1
IPCD-FD-2	IBERIA PARISH FIRE PROTECTION DISTRICT #2, FIRE GROUND-2
IPCD-FD-DATA	IBERIA PARISH FIRE PROTECTION DISTRICT #1, DATA
IPCD-IB-CRDCALL	IBERIA PARISH (ALL) COORDINATED CALL
IPCD-IB-COORDTK1	IBERIA PARISH (ALL) COORDINATED TALK-1
IPCD-IB-COORDTK2	IBERIA PARISH (ALL) COORDINATED TALK-2
IPCD-IB-COORDTK3	IBERIA PARISH (ALL) COORDINATED TALK-3
IPCD-IB-OHSEP1	IBERIA PARISH OHSEP, DISPATCH-1
IPCD-IB-OHSEP2	IBERIA PARISH OHSEP, DISPATCH-2
IPCD-PW-1	CITY OF NEW IBERIA, PUBLIC WORKS-1
IPCD-PW-2	CITY OF NEW IBERIA, PUBLIC WORKS-2
IPCD-INSP	CITY OF NEW IBERIA, INSPECTOR'S OFFICE
IPCD-DEL-PW	TOWN OF DELCAMBRE, PUBLIC WORKS
IPCD-JEAN-PW	CITY OF JEANERETTE, PUBLIC WORKS
IPDC-MED-COORDTK	IBERIA MEDICAL CENTER, COORDINATED TALK
IPCD-IMC	IBERIA PARISH, IBERIA MEDICAL CENTER
IPCD-DAU-HOSP	IBERIA PARISH, DAUTERIVE HOSPITAL
IPCD-IP-PW1	IBERIA PARISH, PUBLIC WORKS-1
IPCD-IP-PW2	IBERIA PARISH, PUBLIC WORKS-2
IPCD-IB-AC	IBERIA PARISH, ANIMAL CONTROL
IPCD-NI-AC	CITY OF NEW IBERIA, ANIMAL CONTROL
NIFD (OTHER SYSTEM)	CITY OF NEW IBERIA, FIRE DEPARTMENT-1
TALKGROUP ALIAS	DESCRIPTION
NIFD (OTHER SYSTEM)	CITY OF NEW IBERIA, FIRE DEPARTMENT-2

IBERIA PARISH EMERGENCY OPERATIONS PLAN

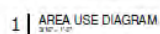
IPCD-NIPD-DISP1	NEW IBERIA POLICE DEPARTMENT DISPATCH-1
IPCD-NIPD-DISP2	NEW IBERIA POLICE DEPARTMENT, DISPATCH-2
IPCD-NIPD-PATR1	NEW IBERIA POLICE DEPARTMENT, PATROL-1
IPCD-NIPD-PATR2	NEW IBERIA POLICE DEPARTMENT, PATROL-2
IPCD-NIPD-DET	NEW IBERIA POLICE DEPARTMENT, DETECTIVES
IPCD-NIPD-NARC	NEW IBERIA POLICE DEPARTMENT, NARCOTICS
IPCD-NIPD-COMM	NEW IBERIA POLICE DEPARTMENT, COMMAND

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Appendix ESF-3-1, Utility Companies Operating in Iberia Parish

TYPE OF UTILITY	COMPANY	CONTACT NUMBER (24 HR)
Electricity	Central Louisiana Electric Company (CLECO)	800-622-6537
Electricity	Entergy Louisiana, LLC	800-968-8243
Natural Gas	CenterPoint Energy	888-876-5786
Natural Gas	ATMOS Energy Corp.	866-322-8667
Water	Louisiana Water Company (LAWCO)	337-364-3023
Water	Iberia Parish Water Works District #3 (Coteau Water)	337-367-6111
Water	Bayou Teche Water Works	337-229-6029
Water	City of Jeanerette, Water Works	337-276-6791
Cable TV	Cox Communications	337-365-2434
Telephone	AT&T	337-557-6500
Telephone	Vonage	888-218-9015

Appendix ESF-6-1, Location of Windows and Doorways in the Primary PSAP and Emergency Operations Center



[illegible]

Contact Information



**WHEN DISASTER STRIKES, CALL MACRO FOR EMERGENCY
FUELING SERVICES OR EMERGENCY TRANSPORTATION!**

844-887-6114

<u>Name</u>	<u>Position</u>	<u>Office Extension</u>	<u>Cell Phone</u>	<u>Home Phone</u>	<u>E-mail</u>
Clyde Guilbeau	Division Manager	1108	(337) 319-2926	(337) 988-7745	clydeg@macrooil.com
Patrick McElligott	Logistics Coordinator	1105	(337) 781-3223	(337) 714-9423	patrickm@macrooil.com
Shannon Broussard	Transportation Manager	1153	(337) 319-9040	(337) 267-1338	shannonb@macrooil.com
Britt Herron	Logistics Coordinator	1604	(337) 296-0650		britth@macrooil.com
Pat Frederick	Dispatcher	1114	(337) 319-8795	(337) 981-6320	patf@macrooil.com
Richard McElligott	President	1220	(337) 319-3390 (337) 280-1028	(337) 993-2616	richardm@macrooil.com
Bill McElligott	Secretary/Treasurer	1222	(337) 319-9035		billm@macrooil.com

Corporate office phone numbers:

Office Phone (337) 839-5000

Office Fax (337) 839-5006

Toll Free (800) 737-3835

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Appendix ESF-8-1, Medical Facilities, Nursing Home and Assisted Living Facilities in Iberia Parish

TYPE	NAME	ADDRESS	PHONE NUMBER
Hospital	Iberia Medical Center	2315 East Main St, New Iberia	337-364-0441
Hospital	Iberia Medical North Campus	600 North Lewis St, New Iberia	337-365-7311
Morgue	Iberia Parish Morgue	2315 East Main St, New Iberia	337-364-0441
Nursing Home	Consolata Nursing Home	2319 East Main St, New Iberia	337-365-8226
Nursing Home	Iberia Manor South	600 Bayard St, New Iberia	337-365-3441
Nursing Home	Iberia Manor North	1803 Jane St, New Iberia	337-365-2466
Nursing Home	Belle Teche	1306 West Admiral Doyle Dr., New Iberia	337-364-5472
Nursing Home	Maison Teche	7307 East Old Spanish Trail, Jeanerette	337-276-4514
Assisted Living	Garden View	1000 Darby Lane, New Iberia	337-364-2266
Assisted Living	Azalea Estates	1318 Andre, New Iberia	337-364-1695
Rehab Facility	Iberia Rehab Hospital	532 Jefferson Terrace Blvd, New Iberia	337-364-6923
Clinic	Iberia Comprehensive Center	806 Jefferson Terrace Blvd, New Iberia	337-365-4945
Clinic	Iberia Parish Health Unit	715-B Weldon St, New Iberia	337-373-0021
Clinic	Jeanerette Rural Health Clinic	217 Bourg, Jeanerette	337-276-7002
Clinic	Loreauville Rural Health Clinic	411 South Main St, Loreauville	337-229-8288
Mental Health Clinic	New Iberia Mental Health Clinic	611 West Admiral Doyle Dr., New Iberia	337-373-0002

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Appendix ESF-8-2, High Risk Facilities That May Need Assistance Evacuating

TYPE	NAME	ADDRESS	PHONE NUMBER
Group Home	Redwood Group Home	3714 Redwood Dr., New Iberia	337-367-6813
Elderly Apt	School Days	415 Center St, New Iberia	337-367-1222
Elderly Apt	Village de Teche	1335 Ann St, New Iberia	337-367-6091
Elderly Apt	Jefferson Terrace Village	712 Jefferson Terrace Blvd, New Iberia	337-365-4422
Elderly Apt	Village de Vie	1104 Tarleton, Jeanerette	337-276-4144
Elderly Apt	St Theresa	1918 Julia St, New Iberia	337-364-3636
Elderly Apt	St Catherine Manor	103 St Catherine St, Loreauville	337-229-9995
Elderly Apt	St Katharine Drexel Manor	710 Bayard St, New Iberia	337-560-9901
Elderly Apt	St Agnes Manor	117 John Durocher Dr., Jeanerette	337-276-6226
Elderly Apt	St Dominic Place	714 Bayard St, New Iberia	337-365-5545
Elderly Apt	St Mary Magdalene	712 Bayard St, New Iberia	337-367-1183
Elderly Apt	St Augustine Manor	800 Bayard St, New Iberia	337-256-5790
Adult Day Care	L Adult Day Care	706 Bayard, Ste. A, New Iberia	337-364-7411
Elderly Apt	Iberia Place Apts.	1512 Southport Blvd, New Iberia	337-367-6813

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Appendix ESF-8-3, Medical Supply Companies and Pharmacies in Iberia Parish

NAME OF BUSINESS	ADDRESS	CITY	PHONE NUMBER	MISC INFO
City Pharmacy	1411 Main Street	Jeanerette	337-276-4249	
CVS Pharmacy	185 North Lewis	New Iberia	337-365-2323	
Delaune's Pharmacy, Home Medical and Gifts	308 North Lewis St	New Iberia	337-364-7671	
Delcambre Pharmacy	510 Hwy 14	Delcambre	337-685-6851	
Ed's Pharmacy	313 Hwy 14	Delcambre	337-685-2644	
Iberia Comprehensive Center Pharmacy	806 Jefferson Terrace	New Iberia	337-365-4945	
Jeanerette Cashway Pharmacy	1801 Main Street	Jeanerette	337-276-4101	
L&M Pharmacy	1033 Andre St	New Iberia	337-365-1411	
Larroque Pharmacy	1305 Main Street	Jeanerette	337-276-5001	
Leleux's Pharmacy	100 North Main St	Loreauville	337-229-4968	
Lydia Pharmacy	3917 Darnall Rd	New Iberia	337-369-6156	
Rite Aid Pharmacy	1108 East Main Street	New Iberia	337-365-4514	
Rite Aid Pharmacy	1150 West St Peter ST	New Iberia	337-367-3333	
Soileau's Pharmacy	805 Center St	New Iberia	337-365-6721	
Super 1 Pharmacy	939 South Lewis St	New Iberia	337-364-1368	
Walgreens	1017 East Admiral Doyle	New Iberia	337-367-7979	
Walgreens	1102 Parkview Dr.	New Iberia	337-367-7979	
Walmart Pharmacy	1205 E. Admiral Doyle Dr.	New Iberia	337-367-9333	
Walmart Pharmacy	1201 Parkview Dr.	New Iberia	337-551-6571	
Walgreens	1150 West St Peter St	New Iberia	337-367-9347	

IBERIA PARISH EMERGENCY OPERATIONS PLAN

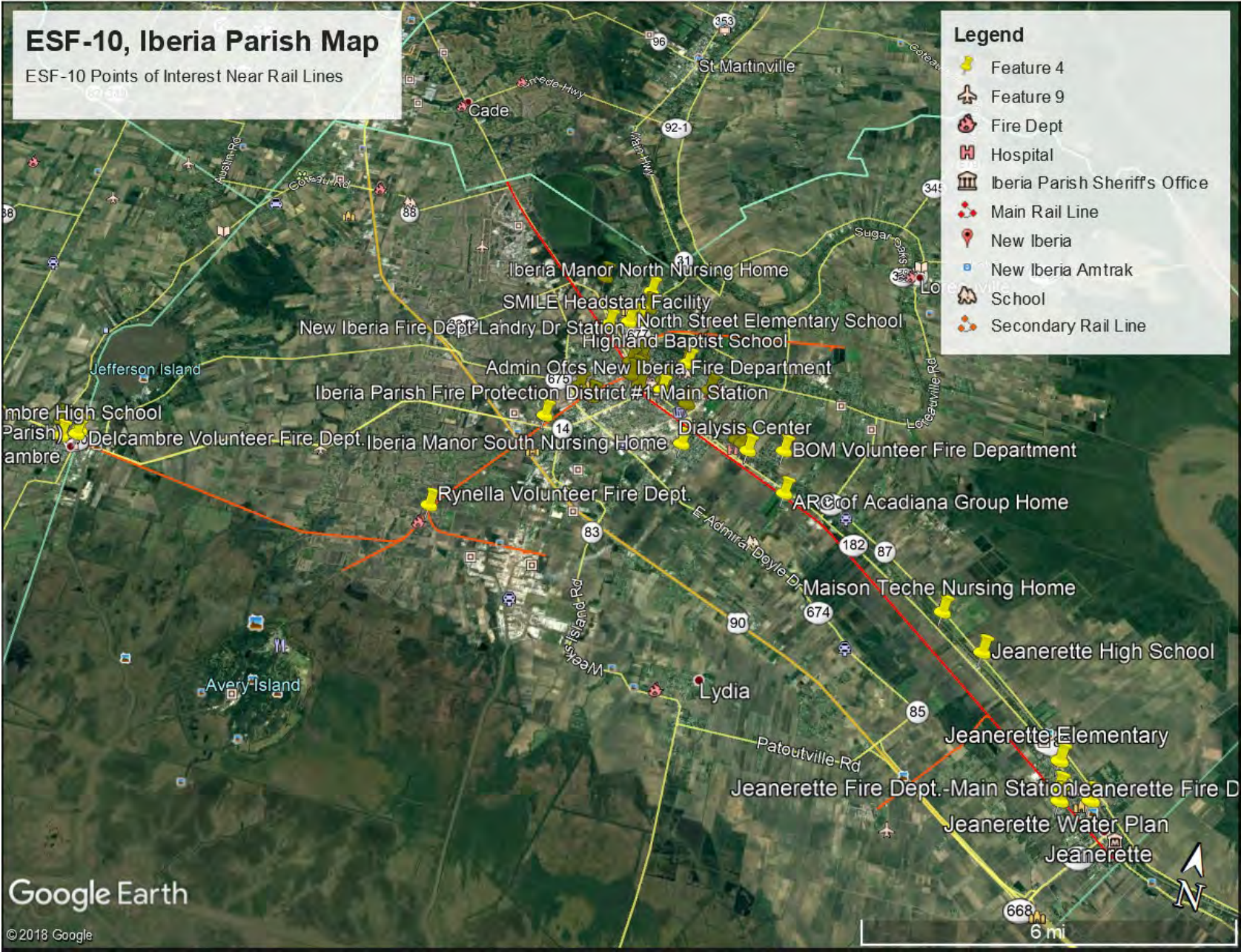
Appendix 9-1, Surge Values for Iberia Parish, 1957 to 2008

STORM	YEAR	LANDFALL AT	IBERIA PARISH SURGE VALUES
Audrey	1957	Sabine Pass, TX	7-10 Feet
Hilda	1964	St Mary Parish	3-5 Feet
Carmen	1974	St Mary Parish	4-6 Feet
Danny	1985	Grand Chenier	5-8 Feet
Juan	1985	St Mary Parish	3-6 Feet
Andrew	1992	Morgan City	8 Feet
Lili	2002	Intracoastal City	10-12 Feet
Rita	2005	Johnson's Bayou	10-12 Feet
Gustav	2008	Terrebonne Parish	4-5 Feet
Ike	2008	Galveston, TX	8-12 Feet

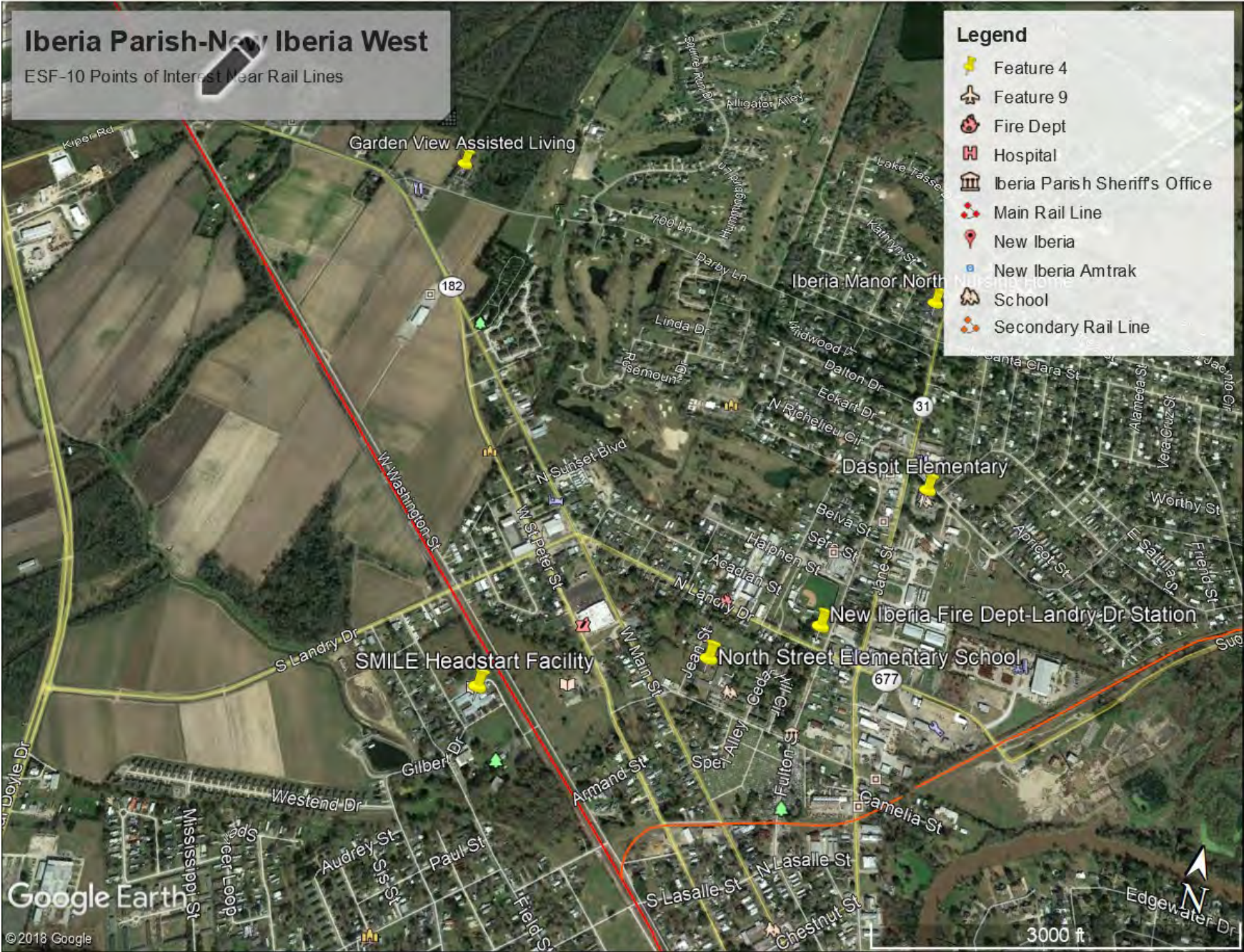
IBERIA PARISH EMERGENCY OPERATIONS PLAN

[Appendix ESF-10-1, Location of Rail Lines in Iberia Parish](#)

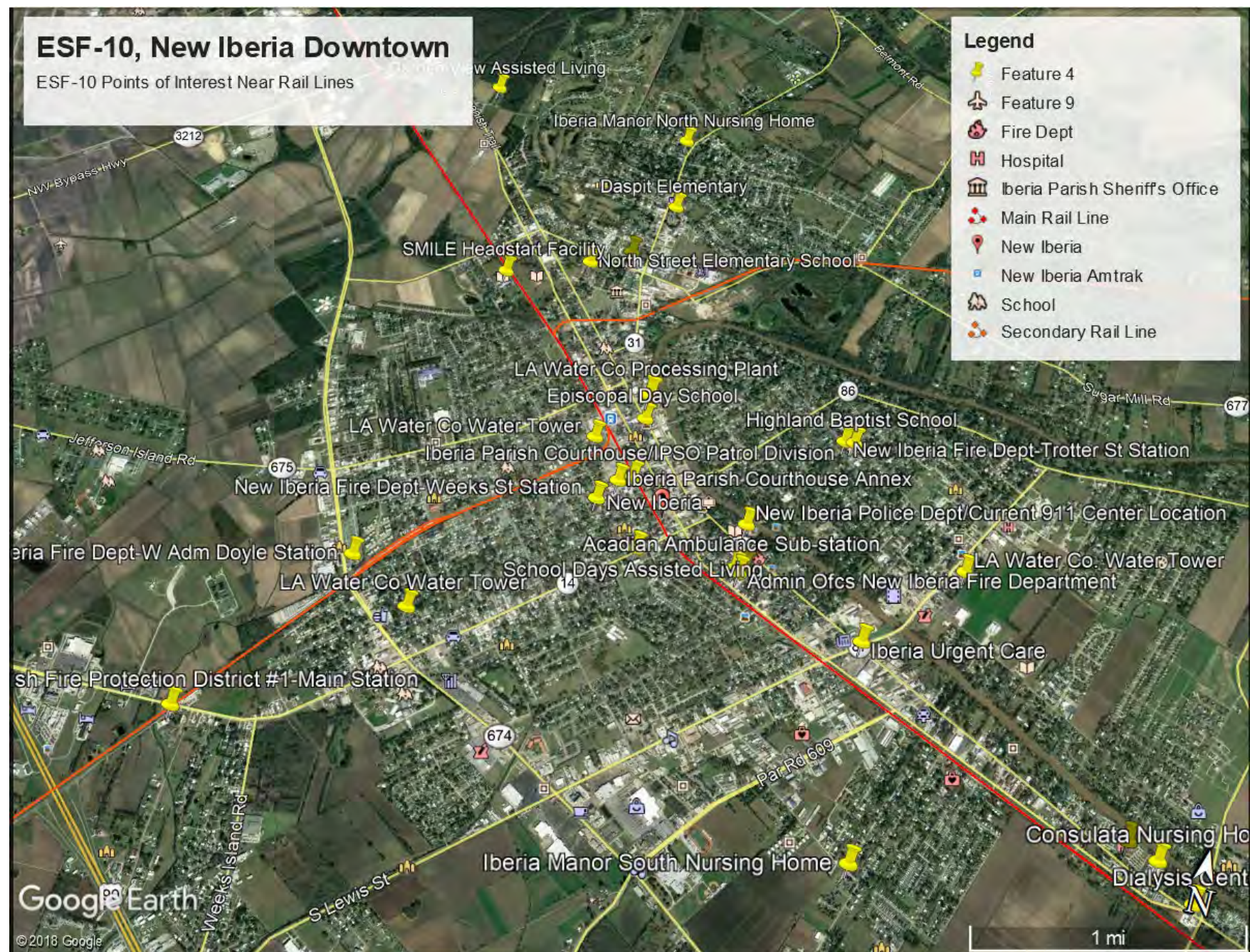
The following pages indicate the location of rail lines in Iberia Parish.



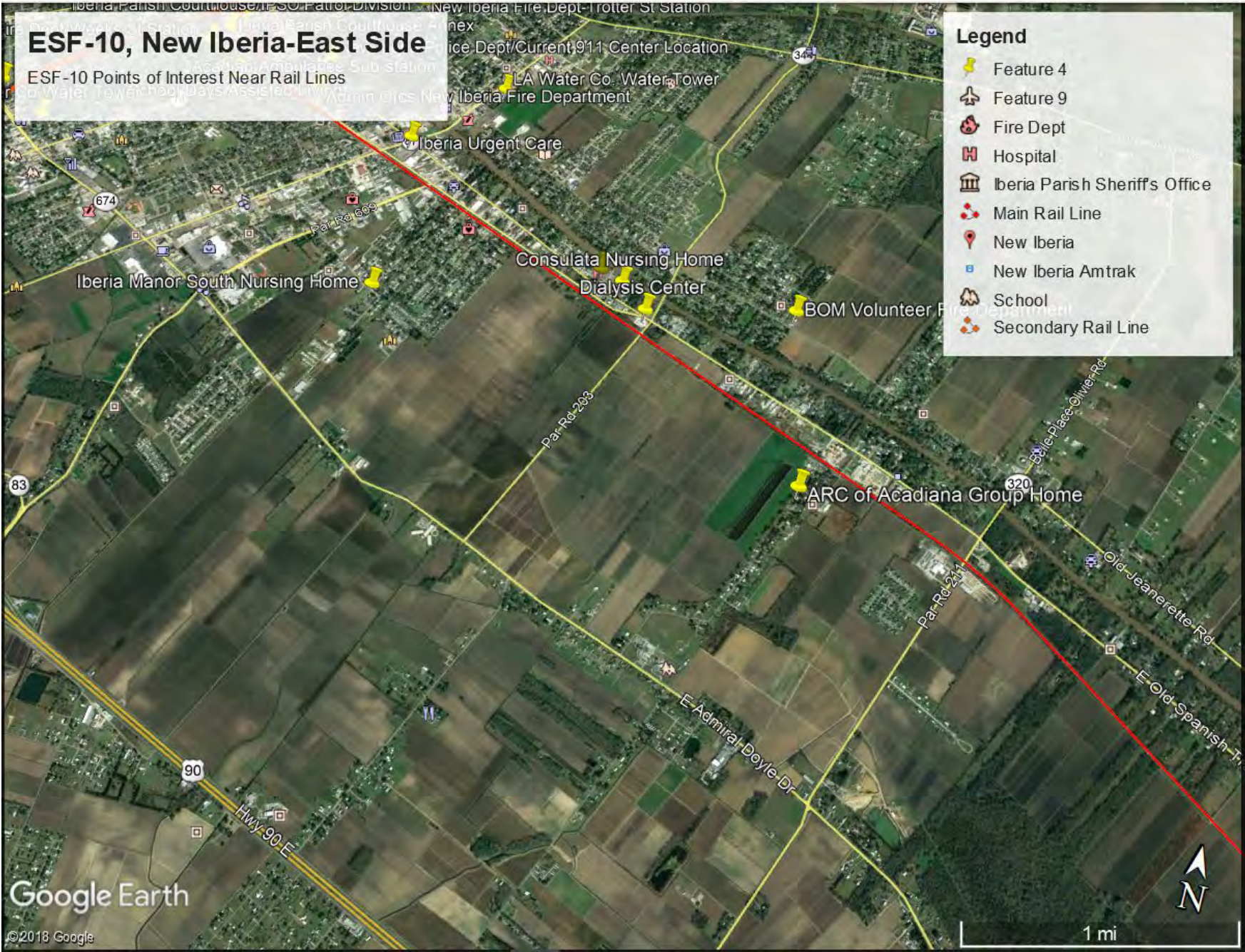
IBERIA PARISH EMERGENCY OPERATIONS PLAN



IBERIA PARISH EMERGENCY OPERATIONS PLAN

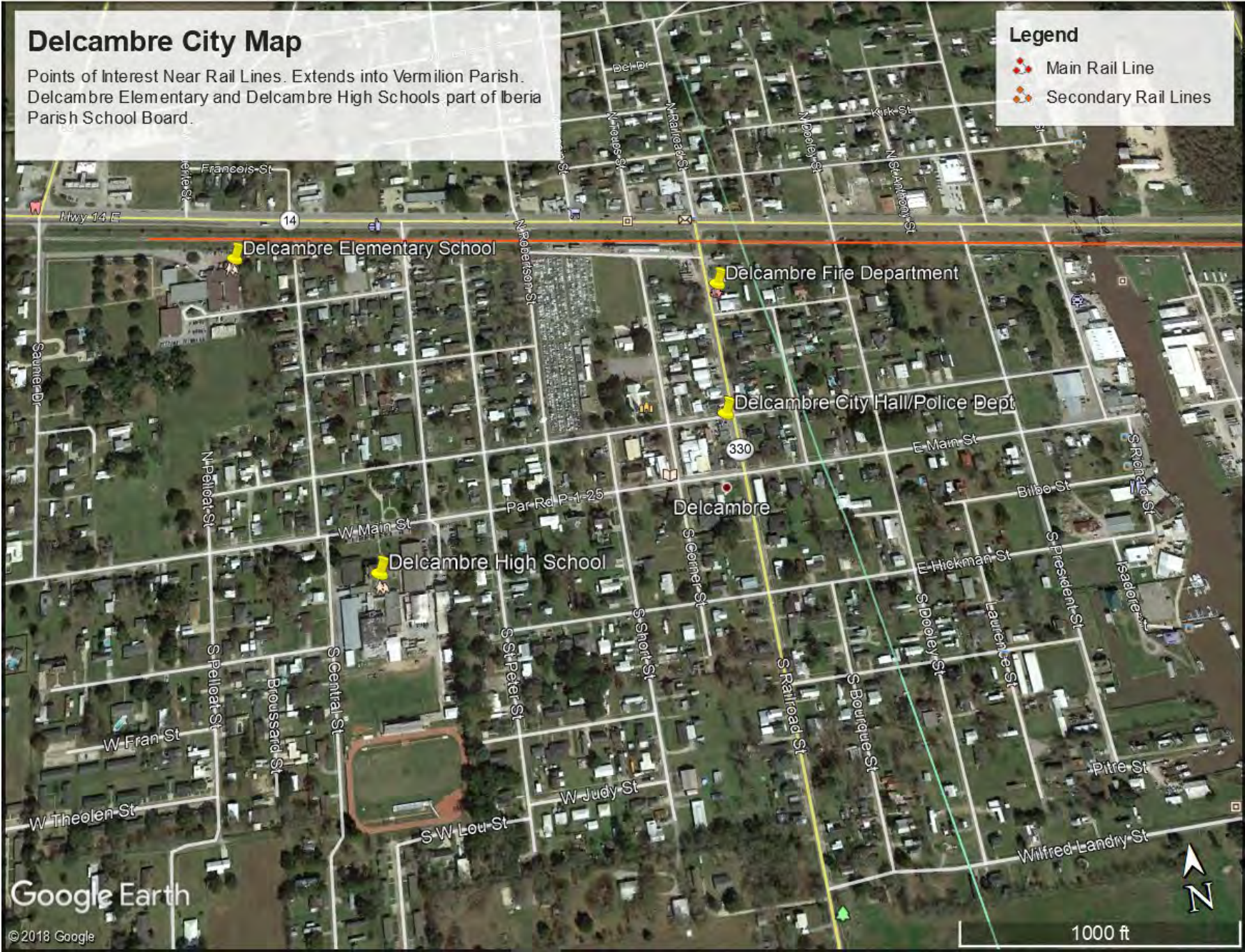


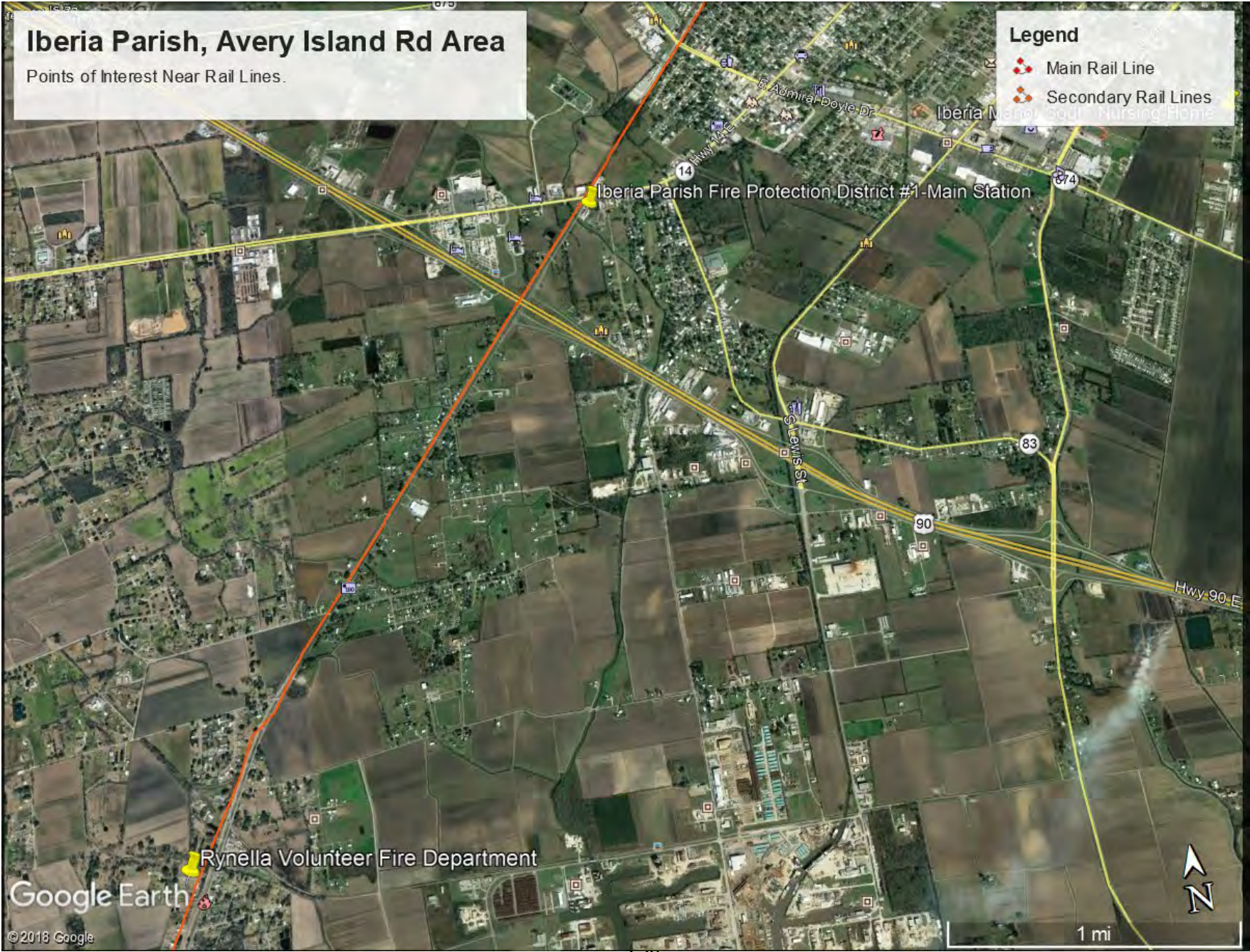
IBERIA PARISH EMERGENCY OPERATIONS PLAN













Row 4, Cage 22

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Appendix ESF-11-2, Truck Manifest for Pet Emergency Evacuation

TRUCK MANIFEST FOR PET EMERGENCY EVACUATION

Origin: _____

Truck Number: _____

Destination: _____

Date:	Departure Time:		Arrival Time:		
	Unique Animal ID #	Species	Owner's name	Microchip #	Shelter Location
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					

Truck Driver's Signature _____ Start miles _____ End Miles _____

Transport Checked at PPP: _____ Page # _____ of _____

Received at Destination by: _____

LSART/ASAR Form #2

Copy A – to Receiving Shelter; Copy B – to Pet Transporter; Copy C – to Transporting Parish Agency

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Appendix ESF-11-3, Pet Transportation Registration Form

TRANSPORTATION REGISTRATION FORM
***YOU MUST PRESENT THIS FORM TO RECLAIM YOUR PET**

Date:		Truck Number:	
Origin PPP/Shelter:		Destination Shelter/PPP:	
Name:			
Contact Numbers: Cell:		Home:	
Other Contact Number?:		Name at Other number:	
Street Address:			
City Address:		Zip Code:	
Region of City:		Parish:	
Photo ID#:		ID Type: <input type="checkbox"/> DL <input type="checkbox"/> State ID <input type="checkbox"/> Passport <input type="checkbox"/> Other	
<input type="checkbox"/> Dog <input type="checkbox"/> Cat DSH/ DLH <input type="checkbox"/> Other	<input type="checkbox"/> Dog <input type="checkbox"/> Cat DSH/ DLH <input type="checkbox"/> Other	<input type="checkbox"/> Dog <input type="checkbox"/> Cat DSH/ DLH <input type="checkbox"/> Other	
Name:	Name:	Name:	
Unique Animal ID No.:	Unique Animal ID No.:	Unique Animal ID No.:	
Breed/Type	Breed/Type	Breed/Type	
Color	Color	Color	
Gender M M/C F F/S	Gender M M/C F F/S	Gender M M/C F F/S	
Medication(s):	Medication(s):	Medication(s):	
Rabies license #: None: <input type="checkbox"/>	Rabies license #: None: <input type="checkbox"/>	Rabies license #: None: <input type="checkbox"/>	
Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> No	Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> No	Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number	Number	Number	
Did you leave a pet behind? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe pet & where:		
Rescue needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Owner's Signature		Intake person's initials:	

Owners are responsible for caring for their pets at the shelters. Failure to care for your pet or make arrangements to have your pet cared for will result in removal of your pet from the shelter to the local animal control facility.

***Special arrangements have been made for special need's owners with pets.**

I hereby agree to indemnify/hold harmless all persons, organizations, corporations, or government agencies involved in any or all of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s). I further agree to indemnify any persons or entities that may have suffered any loss or damage as a result of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s).

Owner's Condition:

LSART/ASAR Form #1

Copy A – to Pet Owner

Copy B – to Pet Transporter

Copy C – to Remain with Transporting Agency 2

CONCERNS/NEEDS/IDEAS/PROBLEMS (C-NIP)
(For volunteers to complete and submit to Unit Leader for inclusion in SitRep)

Date: ____/____/____

Shelter Unit: _____

Team Leader: _____

Cell Phone: (____) _____

1. Volunteers:

2. Owners or Evacuees:

3. Supplies:

4. Facility:

5. Maintenance:

6. Safety:

7. Medical Problems with Animals:

Cage # _____ Describe: _____

Cage # _____ Describe: _____

Cage # _____ Describe: _____

Cage # _____ Describe: _____

Attach another sheet if needed.

All shelter units should hold shift change discussions twice daily. Please bring concerns, problems, needs and ideas to the morning meeting.

Appendix ESF-11-5, Volunteer Weekly Time Record

VOLUNTEER WEEKLY TIME RECORD

Week beginning: ____/____/____

Incident Identifier: _____ Location: _____

First Name: _____ Last Name: _____

Start Date: _____ End Date: _____ No. of Days Worked: _____

☐ Pre-Incident ☐ Post-Incident ☐ Both

Date	Day	Time In	Time Out	Total Hours	Verified
/ /	Sunday				
/ /	Monday				
/ /	Tuesday				
/ /	Wednesday				
/ /	Thursday				
/ /	Friday				
/ /	Saturday				

Total Weekly Hours

Volunteer Signature: _____

Team Leader Name: _____

Team Leader Signature: _____

Appendix ESF-11-6, Iberia Parish Pet Shelter Situation Report

THIS IS A SITUATIONAL REPORT THAT IS TO BE SUBMITTED DAILY TO THE EOC BY THE PET SHELTER MANAGER. IT SHOULD COVER A 24 HOUR PERIOD OF OPERATION.			
Shelter Location:			Date:
Current Situation:			
Complete Address of Shelter:			
Phone Number at Shelter:			
Date/Approximate Time Shelter Was Opened:			
Location in Building Where Shelter is Located:			
Volunteer Check In Location:			
Are Pets separated by types? (Yes or No)			If so, indicate location of each pet type shelter
Current Operations:			
Shelter Inventory			
Cats (not including those in isolation or quarantine)			
Dogs (not including those in isolation or quarantine)			
Exotic (i.e. birds, rabbits) (not including those in isolation or quarantine)			
Isolation (Animals that have bitten or may bite)			
Quarantine (Animals that may be ill)			
Incidents Documented	Number	Notes	
Failure to Comply			
Bites to Humans			
Human Injuries (Non-bite)			
Animals Injured			
Animals Sick			

IBERIA PARISH EMERGENCY OPERATIONS PLAN

[illegible]

Office Supplies, Signage, Food and Water for Volunteers:
List any needs or shortages. Anticipate number of volunteers that will need to be fed:
Special Needs (Examples include stress counseling for evacuees and volunteers, critically ill animals, extra security, etc.)

Other (Number and types of animals received or left shelter since last SITREP, details of any special services such as a rabies clinic, etc.)
Additional Information:

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Submitted by:	Title:
---------------	--------

This pen contains an animal that has shown signs of aggression or has caused injury to a person or other livestock. Only authorized persons will handle this animal!

Appendix ESF-11-8, Daily Animal Care Sheet

Cage #

LEGEND: F=Food W=Water E=Eating UR=Ur=Urine BM=Bowel Movement CC=Cage Cleaned Walk=# of Minutes Walked (Must be at least 20 minutes), (Indicate Compliance with Y for Yes and N for No)

[illegible]

You, the pet owner, are receiving this notice because of a break in our agreement by you to provide the care required to your pet. The checked box below details the reason for this notice and written below is the corrective action taken by the Shelter Manager or other Pet Shelter Official.

1. ☐ Your pet was not cared for by the designated family member for at least 48 hours.
2. ☐ Your pet's medical condition was not reported.
3. ☐ Other rule (please describe) _____

Corrective Action:

Approved by: _____

Title: _____

Shelter Worker's Signature and Title:

Owner's Signature

Date: _____

BITE RECORD

Name of owner:	
Contact number(s):	
Person bitten:	
Contact number(s):	
Location of bite on body:	
Date of bite:	
Time of bite:	
Cage #	
Name of animal/ Unique ID # :	
Breed/Age:	
Quarantine Location:	
Date quarantine starts:	
Date quarantine ends:	

Signature of Animal Control Officer or Shelter Manager

This cage/crate
contains an animal
that has been
involved in a bite.
Only authorized
persons will handle
this animal!

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Appendix ESF-11-12, Animal Emergency Shelter Agreement

I/We, _____, the owner(s) of

Pet #1	Pet #2	Pet #3
Unique ID#	Unique ID#	Unique ID#

Understand that emergencies exist and that limited arrangements have been made to allow myself, family and pet to remain in the shelter facility. I understand and agree to abide by the pet care rules contained in this agreement, and have explained them to any other family member accompanying me and my pet.

1. My pet will remain contained in its approved carrier except at scheduled times. During scheduled relief time, my pet will be properly controlled with a leash, harness, and muzzle (if necessary.) Scheduled times will be strictly followed.
2. I agree to properly feed, water, clean, and exercise my pet and sign the pet care sheet twice per day, before 10:30 a.m. and 6:00 p.m. I understand that failure to comply with this rule may result in removal of my pet from the shelter. I also understand that if my animal is removed from the shelter, I will pay all costs associated with the sheltering of this pet(s).
3. I agree to properly sanitize the area used by my pet, including proper disposal and disinfecting.
4. I certify that my pet is current on rabies vaccinations. Rabies vaccination is required of all pets in the shelter. I understand that if I cannot provide proof of rabies vaccination, a rabies vaccination will be administered to my pet at a cost of \$10.00. I understand that Canine Distemper, Parvovirus and Bordetella, and Feline Rhinotracheitis are recommended vaccines and may be available for a fee.
5. There are designated "living areas" for residents and designated "living areas" for pets. Residents may NOT bring their pet to the "residents living area." Only one person per household will be allowed to enter the animal living quarters. No one under 18 years of age will be permitted in the animal living quarters. I will not permit other shelter occupants to handle or approach my pet while it is in its carrier or during exercise time. I agree not to handle or approach other shelter occupant's pet(s).
6. I will maintain proper identification on my pet and its carrier at all times and I will carry proper identification for myself (picture ID and Phoenix wrist band) to be allowed into the shelter to care for my pet.
7. I acknowledge that my failure to follow these rules may result in the removal of my pet. I further understand that if my pet becomes unruly, aggressive, shows signs of contagious disease, is infested with parasites, or begins to show signs of stress-related conditions, my pet may be removed to an isolated location. I understand that any decision concerning the care and welfare of my pet and the shelter population as a whole are within the sole discretion of the Shelter Manager whose decisions are final.
8. I certify that my pet has not history of aggressive behavior and has been diagnosed with any contagious diseases for which it has not received successful treatment.
9. I understand that any pet found abandoned or without owner within the shelter, will result in the animal being relocated to the nearest animal control facility with final disposition left to the discretion of the animal control facility.

AN ANIMAL IS CONSIDERED ABANDONED WHEN THE OWNER HAS FAILED TO TAKE CARE OF AND SIGN THE ANIMAL CARE SHEET FOR 48 HOURS. If the owner fails to care for the animal for 48 hours, that animal will be removed from the shelter and sent to the nearest animal control facility with all associated cost to be paid by the owner.

I hereby agree to indemnify/hold harmless all persons, organizations, corporations or government agencies involved in any or all of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s). I further agree to indemnify any persons or entities which may have suffered any loss or damage as a result of the processes of registration, transportation, evacuation, care and sheltering, search and rescue and reunification of my animal(s).

Pet Owner's Signature

Pet Owner's Printed Name

Date

IBERIA PARISH EMERGENCY OPERATIONS PLAN

[Appendix, ESF-11-13, Animal Bite Protocol](#)

Animal bites must be reported to the Animal Control Officer on duty immediately. As is protocol, a police report will be filed with the Iberia Parish Sheriff's Office.

The cage/crate should be clearly tagged and information placed in the animal's paperwork as soon as the incident is noted or suspected.

1. A sign warning that the animal contained in the crate/cage has been involved in a bite will be placed in an obvious place on the cage/crate.
2. A Bite Record Form is to be filled out, noting the time and date of the bite. A copy of the form is forwarded to the EOC, a copy should be placed with the animal's paperwork attached to the cage/crate and a copy should be given to the Animal Control Officer on duty.
3. Personal information on the human bitten should be clearly noted.
4. Identify any witnesses to the bite.
5. Note owner of the animal clearly and detail the time/date notification to the owner in the animal's paperwork.
6. Notify any special circumstances associated with the bite.

Highlight the vaccination status of the animal. If there is no vaccine history, the animal should NOT be vaccinated until after the 10 day observation period. Any illness noted in the animal during the 10 days must be reported to the parish health unit. Any stray, unwanted dog, cat or ferret that bites a person may be euthanized immediately and the head submitted for rabies examination.

Direct the person bitten to a first aid facility or physician. (Inform the physician that the victim was bitten in an environment where *Clostridium tetani* prevalence may be unusually high-horse arena and barns.)

The cage/crate animal should be placed in an isolation area designated at the shelter.

The animal must remain under observation for 10 full days (as determined by animal control.) Other options, such as euthanasia or release to owner, must be pursued in a proper manner. All options are outlined in the Sanitary Code provided by the state public health veterinarian.

Unvaccinated animals will be handled according to the protocol of the receiving parish animal control in consultation with the state public health veterinarian.

RABIES VACCINATION NEEDED FORM

RABIES VACCINATION NEEDED

Owner Name:			Cage Number:		
Home Address:			Home Phone:		
City, State, ZIP:			Cell Phone:		
Pet's Name:		Species: Canine <input type="checkbox"/> Feline <input type="checkbox"/>	Unique ID Number:		
Age:	Sex: F/Intact F/S M/Intact M/N	Wt.:	Color:	Breed:	

Owner Signature _____

Date _____

Vaccination Record:

Date Given:	Tag Number:
Vaccine Lot Number:	Injection Location:
Given by:	Fee Paid:

IBERIA PARISH EMERGENCY OPERATIONS PLAN

Appendix-11-15, Animal Incident Report Form

Owner of Animal:				Date/Time:		
Animal ID #			Owner Notified of Incident			
Veterinarian Care Given to Animal?			Medical Care Given?			
Details of Incident:						
Please report any corrective actions. If none, indicate that none were taken or that none were necessary.						

--

IBERIA PARISH EMERGENCY OPERATIONS PLAN

[Appendix ESF-11-16, Failure to Comply Notice](#)

You, a livestock owner, are receiving this notice because of a break in our agreement by you to provide the care required to your livestock. The checked box below details the reason for this notice and written below is the corrective action taken by the Shelter Manager or other Pet Shelter Official.

1. ☐ Your livestock was not cared for by the designated person for at least 48 hours.
2. ☐ Your livestock's medical condition was not reported.
3. ☐ Other rule (please describe) _____

Corrective Action:

Approved by: _____

Title: _____

Shelter Worker's Signature and Title:

Owner's Signature

Date: _____

LSART HOUSEHOLD PET

EVACUATION & SHELTERING MANUAL

EFFECTIVE JUNE 2010



LOUISIANA STATE ANIMAL RESPONSE TEAM



WWW.LSART.ORG

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INTRODUCTION

There are numerous challenges in developing plans for household pet evacuation and shelters, which can only be solved by creative ideas and innovative programs. This plan has been developed for the operation of evacuation points and household pet shelters serving parishes within the state of Louisiana. It is an adaptation created through investigating industry standards for animal shelters, other states' pet shelter programs, as well as ongoing experience.

ACKNOWLEDGMENT

This document was developed through the collaborative efforts of individuals from various disciplines and backgrounds. It is updated annually to include changes and improvements. Listed below are the workgroup members.

WORKGROUP MEMBERS

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 Dr. Susan Bradley, Bossier Animal Hospital, Bossier City, LA
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This manual is produced by Louisiana State Animal Response Team for planning and operational use by animal evacuators and sheltering teams in Louisiana and is the property of LSART. Use of all or part of this manual by other agencies is welcome with permission of LSART. Any comments, questions or requests for copies of this publication can be addressed to Dr. Becky Adcock at lsartinfo@gmail.com.

ASSUMPTIONS

- The local animal emergency coordinator designated by the parish director of emergency operations has jurisdictional authority and will direct and control all activities related to animal protection and control during an emergency.
- Support agencies include Louisiana Department of Agriculture & Forestry, Louisiana State Animal Response Team, Louisiana Veterinary Medical Association, Louisiana Animal Control Association, local humane societies, and other related groups.
- Any emergency resulting in evacuation of residents to a shelter will result in companion animal issues.

The protection of companion animals is the responsibility of their owner.

PURPOSE

- To enable residents with household pets to evacuate during an emergency when the local jurisdiction deems evacuation is necessary.
- To control and support the humane care and treatment of household pets during an emergency.

CONCEPT OF OPERATIONS

- **The sheltering and protection of animals is the responsibility of their owner.** The parish animal control agency or the equivalent entity is the lead agency for situation assessment and determination of resource needs.
- As needed, the Parish and State will support the protection of animals affected by an emergency to include evacuation assistance, rescue, sheltering, control, feeding, and preventative immunization of animals left homeless, lost or strayed because of an emergency.
- Request for animal protection assistance and resources will be routed through the local Emergency Operation Center to GOHSEP. Shelters have been established in an effort to assist evacuated residents with their household pets.
- Animal-related businesses, non-governmental agencies, and animal control agencies are required by Act 615 of the 2006 Louisiana Legislature to create, maintain and annually file an evacuation plan for their facility.

Special Note Regarding Service Animals:

Act 615 of the 2006 Louisiana Legislature requires that persons with disabilities, who utilize service animals, as defined in the Americans with Disabilities Act, are evacuated, transported, and sheltered with those service animals. GOHSEP, through its authorized State Agency, the Louisiana Department of Agriculture & Forestry, is required to inform all facilities that provide shelter to persons with disabilities who are accompanied by their service animals of their legal obligation to provide shelter to both the disabled person and the service animal.

TIME LINE

This time line is only a guideline, and is meant to be used for planning purposes only.

ESF-11 Preparedness Plan		
H-Hour Definition: H-Hour is set as the projected onset of tropical force winds striking the coast of Louisiana. The National Weather Service uses Landfall, which is the eye wall of the storm making landfall.		
H-Hour	State ESF-11	Federal ESF-11
H-120+	<ul style="list-style-type: none"> • Pre-position animal crates at regional depots as resource for use by shelters as needed • Identify pet evacuation shelters co-located with human shelter locations • Assure transportation arrangements ready • Establish procedures for animal responder credentialing and intake processing • Train and develop teams of animal care techs for pet evacuation in parishes • Mobilize LSART leadership team 	<ul style="list-style-type: none"> • Update Synch plan, timelines with local, state, and federal agencies
H-96	<ul style="list-style-type: none"> • Acquire from storage area, and have LDOC assemble pet transport crates at correctional facilities • Request pre-scripted out of state assets • Alert out of state technical animal SAR assets • Notify LSART to mobilize pet shelters as needed • Notify LDOC of need to activate support operations plan for pet transportation & sheltering • LDOC assembles cages and starts to configure them onto pet transport trucks • LDOC sends prison labor crews to set up mega-shelters under LSART direction • Notify LDOC to set up special needs pet shelters on prison grounds • Activate ESF-1, 8, 11, State and NGO assets to accomplish transportation and sheltering missions 	<ul style="list-style-type: none"> • Initiate pre-scripted Federal Mission Assignments (MA's) for federal surge capacity staffing (USDA, VMAT, USPHS DVM Team, etc.) • Deploy pet transport vehicles to LDOC facilities to configure load (transport cages and supplies) • Deploy several 24-foot trucks to the FEMA supply depots for shelter cages and supplies • Alert out of state technical animal SAR assets (tasked to support) • Activate ESF-1, 8, 11 assets to accomplish transportation and sheltering missions
H-72	<ul style="list-style-type: none"> • Configure cages on trucks and at shelters • Activate out of state technical support assets for SAR to LDAF Baton Rouge • Prepare LDAF Mega-shelters with crates and supplies, Shelter Management 	<ul style="list-style-type: none"> • Veterinary Strike Team VMAT (ESF-8), Animal Care Teams (ESF-11) report to designated field locations • VMAT sets up clinic station at mega-shelter

	<p>Teams, NGO shelter teams, etc.</p> <ul style="list-style-type: none"> • Provide LSART support to parish pick up points • Open special needs pet shelters on LDOC campuses <p>Donation management team activates</p>	<ul style="list-style-type: none"> • USPHS vets arrive to support command staffing at JFO and state veterinarians/ESF-11
H-66	<ul style="list-style-type: none"> • No new action 	<ul style="list-style-type: none"> • Deploy USDA Animal Care Transport & Heat Stress Teams to PPP • VMAT set up at pets mega-shelter • USPHS vets arrive to support command staffing at JFO and State Veterinarian/ESF 11
H-60	<ul style="list-style-type: none"> • No new action 	<ul style="list-style-type: none"> • USDA Transport and Heat Stress Animal Care teams are in place at PPP's • Status reports (2 hours)
H-54	<ul style="list-style-type: none"> • PPP Open for registration • Begin intake and registration at animal shelters of self-evacuees • Pet trucks travel with evacuee buses to shelter destinations as registration progresses • Information updates flow to all groups/parties provided by LDAF • Technical animal SAR teams report to ESF-11 base camps 	<ul style="list-style-type: none"> • USDA teams provide field status reports (4 hours)
H-48	<ul style="list-style-type: none"> • Reports of animal status ratios (number of animals registered/total capacity) every 4 hours with DSS report 	<ul style="list-style-type: none"> • No new action
H-30	<ul style="list-style-type: none"> • Shelter capacity ratio reports continue every four-hours • Contra-flow begins • PPP close: teams move to shelters as directed by ESF-11 Command 	<ul style="list-style-type: none"> • USDA Animal Care Transport & Heat Stress Teams prepare to move to shelters as directed by ESF-11 Command
H-20	<ul style="list-style-type: none"> • Shelters continue to intake and register pets • Last bus/truck convoys leave NOLA and lower parishes for safe shelter destinations 	<ul style="list-style-type: none"> • Prepare for post-landfall rapid needs assessment and SAR operations • Climate controlled pet vehicles and accompanying AC staff remain at and staff pet shelters
H-8	<ul style="list-style-type: none"> • Deploy out of state technical support assets for ASAR to ESF-9 • ACO liaison to ESF-9 reports to ESF-11 Command Center 	

SECTION ONE

PET EVACUATION

This section covers guidelines for setting up and operating a pet registration and loading station at a Parish Pickup Point (PPP) or other designated evacuation area in a community.

This protocol was designed to assist with the evacuation of household pets belonging to residents without means of private evacuation transportation. In Louisiana, these residents are designated as Critical Transportation Needs (CTN) population.

The goal of this manual is to provide the user with a standardized guideline for safe and efficient household pet evacuation, while guaranteeing that all pets are properly identified, registered and linked to their owners, thus ensuring that they can be reunited if separated.

NOTE: PARISH-SPECIFIC GUIDELINES *NEW*

This edition of the evacuation guidelines contains a special section specifically designed for parishes participating in the State CTN Sheltering System. There are minor changes in the registration process necessary to facilitate efficient off-loading of pets at destination shelters. At the time of publication, these parishes are Calcasieu, Jefferson and Orleans.

In the procedural guidelines, an asterisk will denote a task that varies from the standard. At that point, residents of Calcasieu, Jefferson and Orleans parishes should consult the special section for State-required registration and loading operations.

Parishes participating in parish-to-parish evacuation and sheltering can determine which registration/loading protocol is most safe, efficient and effective for their residents.

****This section begins on Page 24 of the LSART Manual****

PARISH PICKUP POINT
SUGGESTED OPERATING GUIDELINES (SOG)



Each parish is responsible for determining when an evacuation will occur and when state assistance is required. A specific site must be chosen for people and pets to meet with the provided transportation. The parish must have a designated person to be responsible for the household pet component of the pick-up site process. This person is either the Animal Emergency Coordinator (AEC) or the Animal Control Official (ACO) for that parish. At the PPP, this individual is designated the Animal Evacuation Team Leader (AETL).

Important components:

1. The Registration Area, Banding Area and Loading Area should be distinct and separate from each other to prevent confusion and dog battles. Each of these should have a sign to designate that area. (There are examples of signage at the back of this SOG.)
2. The Transportation Registration Forms are in triplicate (see TR form attachment at end of this SOG); the owner gets a copy, the parish keeps a copy and a copy goes with the truck driver. If an owner indicates that one of their animals requires rescuing, the parish will put that information on the registration form and onto their parish intake/rescue forms so they can take appropriate action.
3. Animals will be given a unique identification number. The registration system may be based on a computer database designed by the Louisiana Department of Social Services (DSS), the parish, or FEMA. These systems use bar-coded wristbands or

stickers linking the pet with its owners as a member of the household. The number from the bar-coded wristband or sticker will be entered onto the Transportation Registration (TR) Form as the Unique Animal ID Number. If the bar-coded wristbands or stickers are not available, unique animal ID numbers can be assigned according to a pattern described later in this manual. If a pet has a microchip or the parish is providing microchipping at registration, and there is no computerized registration system, the microchip number can be the designated Unique Animal ID number entered on the TR Form.

4. The Registration Area will be the bottleneck of the process. Having more than two people here will move it along more smoothly.
5. Registering and loading animals should have a flow pattern.
 - a. People with pets should be directed with caution tape or signs towards pet registration area.
 - b. In most cases, pet registration will precede human registration at the PPP.
 - c. After the pets get their neckbands, the owner should be directed to their human registration and the pets taken to their transportation by a PPP worker.
 - d. Pets will be loaded into the crate by their owner, and then the crate will be loaded onto truck/trailer by the PPP worker.
6. Registration of animals should be in an area protected from sun and rain.
7. Water, ice and fans under an awning are acceptable if it is not in a building or foyer of a building.
8. There should be some type of fencing to secure the area in case a dog or cat gets loose. Ideally, a Banding Cage made from a 6'x 6' chain link pen with a top works best for a safe area to place the identification collar and put the pet into its transportation crate.

SUPPLY LIST FOR PARISH PICK UP POINT

1. Tab Bands
2. Bar-coded Wristbands (if available from DSS or parish)
3. Microchips (if being used at that PPP)
4. Transportation Registration forms (Example is at the back of the manual)
5. Truck Manifest forms (Example is at the back of the manual)
6. Office supplies: pens, sharpie markers, stapler, staples, etc.
7. Chairs, table
8. Awning (protection from sun & rain)
9. Drop lights, extension cords/flashlights, batteries
10. Fans
11. Clipboards
12. Slip leashes
13. Bowls for water (Styrofoam gumbo bowls work well)
14. Plastic bags for poop scoop
15. Hand sanitizer
16. Paper towels
17. Garbage cans
18. Generator, if necessary, and gas for generator
19. Ice
20. Water for humans and for animals
21. Fencing or flow markers
22. Signs: Enter, Exit, Registration area, Banding area, Pet walk area & Cleanup
23. Duct tape
24. 2-inch clear plastic packing tape
25. Zip Ties
26. Microchip reader
27. Zip-loc bags (gallon size)
28. Rope (several 50' lengths)
29. For Loading: Ramp and cage dolly, conveyor belt and cage dolly if a semi trailer is your transportation

PERSONNEL AND DUTY DESCRIPTIONS FOR PPP

(Minimum of 7 needed- More scribes make the process flow faster)

1. Animal Evacuation Team Leader (AETL)
2. 2 Scribes to register pets (must have legible handwriting to fill out form)
3. Loadmaster to direct loading operations and complete truck manifest forms
4. 2 Loaders to assist owners with banding pet, and to place pet in crate and load crates on truck
5. 1 floater to fill in where needed (scribe, banding assistant, loader, traffic monitor)
6. If microchipping is done, must add LA-licensed DVM and animal handler to team

If possible, a parish will benefit greatly by requesting the following personnel for technical assistance:

7. LSART Liaison (if available) to provide on-site technical assistance with Ops
8. USDA Animal Care Team (if available) to monitor for stress and safe animal handling

Animal Evacuation Team Leader

This person is responsible for the overall registration process and must maintain a calm atmosphere. To do this well, the AETL should not be tied down in the other tasks of the PPP, but be available to move about and make decisions on animals and loading, etc.

AETL duties

1. Arranges design of area including flow pattern and designates jobs to team
2. Ensures proper handling of animals, proper loading of animals
3. Ensures documentation is completed properly
4. Responsible for last check on truck before it leaves
5. Signs truck manifest to signify that the load is secure and ready for travel

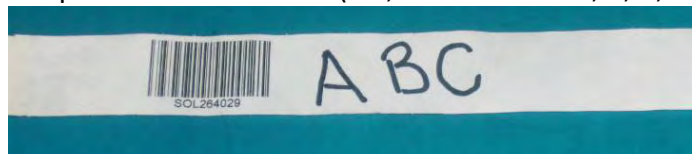
Registration Team

This team consists of at least two scribes, positioned at a table in front of banding cage to record information. Scribes must have legible handwriting. If microchips are used, one veterinarian and at least one animal handler are also needed.

Scribe duties

1. Requests a state driver's license or state ID card from the pet owner. Verifies that the information is correct and writes owner and pet information on Transportation Registration form, writes Unique Animal Identification Number on tab-band collar for pet.
2. *Gives the head of household a bar-coded wristband designating them as a pet owner or creates a pet owner wristband.
3. If bar-coded wristbands are used, scribe designates the head of household as a pet owner by writing the letter "A" with a permanent marker on the pet owner wristband following the bar-code (i.e., SOL 123456-A)

- If there is more than one pet, this is designated by writing sequential letters on the pet owner wristband (i.e., SOL 123456- A, B, C, D, etc.)



- Designates a Unique Animal ID number for each pet, using the following criteria:
 - If bar-coded pet owner wristbands are available, such as those used in the DSS Computer Registration System, this number, followed by the letter “A”, is the Unique Animal ID number. If there are multiple pets, each is assigned the pet owner barcode number followed by sequential letters “B,C, D, etc.”
 - If microchips are available and barcodes are not, the microchip number is the Unique Animal ID number.
 - If bar-coded wristbands and microchips are not available, the animal registration team will assign the Animal ID number using this pattern of letters and numbers: The first element will be the owner’s (Head of Household) initials, first and last. The second component will be the owner’s driver license or state ID number. The third part will be a letter signifying the individual animal. For example, Mr. and Mrs. Peter Thibodeaux arrive to be evacuated with two dogs and one cat, and Mr. Thibodeaux’s (Head of Household) driver license number is 7864321. Their pets’ Animal ID numbers will be PT7864321A, PT7864321B, and PT7864321C.
- Directs owner to secure banding area to put tab-band collar around pet’s neck (may need assistance).
- *After owner exits the banding cage, the scribe will physically place the pet owner’s wristband bearing the pet’s Animal ID number around the owner’s wrist and give them their copy of the TR form.
 - In most parishes, pet owners will be required to register pets BEFORE they register their family. If bar-coded wristbands are being used, Scribes will need to maintain a supply of these pre-printed wristbands designating a head of household as a pet owner. They will need to designate the number of pets owned by writing letter(s) on the band.
 - If microchips are used for Animal ID#, a pre-printed sticker for each pet can be placed on the wristband or the number(s) written with a sharpie marker. If stickers are used, it is recommended that they be reinforced with clear, waterproof tape.
 - If Animal ID# is not pre-printed, it should be written on the wristband using a waterproof permanent marker.
 - One pet owner wristband can designate multiple pets. It is not necessary to provide a separate wristband for each pet.
- *Tells the owner that this wristband and their TR form will be used to reclaim their pet at the receiving shelter
- Directs the owner to human registration and asks them to notify human registration that they are a pet owner so the animal identification information can be entered on their family registration form
- Monitors for safe animal handling

Microchipper and animal handler duties

1. Receive animal in banding cage and scan for existing microchip
2. If no microchip exists, animal is microchipped.
3. In Louisiana, only LA-licensed veterinarians are allowed to implant microchips.
4. Scribe is notified of microchip number, either pre-existing or newly implanted.
5. Scribe enters microchip number on TR Form, pet's tab-band collar, and owner's wristband (if bar-coded registration is not being used).

Loading Team

Positioned behind banding cage to receive animal in crate, record information on truck manifest and place crates into transport vehicle

Loadmaster duties

1. Fills out truck manifest, signs over to driver
2. Receives TR forms from scribe and collects for transport with truck driver to receiving shelter
3. *Writes pet's Animal ID number on duct tape and tapes it to the horizontal transom over the doorway of the transport crate
4. Verifies that all crate doors are secure as pets are loaded
5. Ensures that no exotic pets are put on refrigerated trucks
6. Ensures that every pet in truck is listed on truck manifest
7. Informs driver that they must stop every 2 hours and ventilate for 30 minutes
8. Signs the truck manifest verifying that truck is loaded and checked
9. Leaves contact info on truck manifest so loadmaster can be contacted if questions arise.
10. Calls Shelter Manager at receiving shelter to notify them that truck has left PPP



Loader duties

1. Monitors for safe animal handling
2. Directs owner on proper placement of Tab-band collar on animal.
3. Responsible for unloading loose crates from truck.
4. Responsible for helping owner place animals into crates and loading crates into truck. Loading from front to back and side to side may be the easiest method of loading so that the loaded animals are not constantly stirred up by other animals passing by them.
5. Secure crates as the truck is loaded from front to back and side to side (see suggested plan at end of SOG)
6. Animals that arrive in their own crates will be placed in larger crates
7. Crates brought by owners will be labeled with owner name and Animal ID# and stored at the parish pickup point for retrieval post-event



Floater

Floaters should maintain situational awareness at the PPP and be trained to step in and assist where needed. They should be trained in safety and first aid.

Floater duties

1. Scribe, banding, animal handling, loading
2. Crowd control, interpreter, medic, gofer
3. Monitor for safe animal handling, health and safety of PPP team

LSART Liaison

LSART Liaisons are present to offer technical assistance in operations and logistics at the PPP. They report to the AETL and can communicate with ESF-11 ICC quickly if needed.

LSART Liaison duties

1. Advise on effective setup and flow of pet registration and loading
2. Advise on LSART guidelines for registration and loading
3. Provide liaison to State ESF-11 and LSART Command Post for assistance
4. If available, provide temporary care for and alternative transport of high-risk pets to shelter via van or private vehicle
5. Communicate with LSART Command Post every 2 hours to provide update on transport logistics

USDA Animal Care

Normal job duties for the APHIS Animal Care personnel are to educate and advise on housing and shelter, identification issues, veterinary care and transportation for animals. They will be available at the PPP and shelter in two capacities.

The Heat Stress Monitoring Team (HSMT) will monitor for signs of heat stress in the animals. They have the ability to monitor for animals in distress based on the environmental conditions and added stress of transportation and sheltering.

The Transportation and Sheltering Team will provide advice and monitor for any potential issues to ensure a smooth transport cycle and shelter conditions. The AC personnel are not present in an official capacity to regulate the housing, care, etc. They are available to you in an advisory capacity for best practices. Please use their services as much as you can as an extra set of eyes and ears.

Important issues should be immediately reported to the AETL. They will discuss the issue and include reasons why this is or can be a problem and suggest ways to improve it. The AETL will determine if the owner needs to be contacted or if they need to take immediate action.

USDA APHIS AC duties

1. Monitor for signs of heat stress
2. Monitor for safe animal handling
3. Complete AC loading forms
4. Communicate with AC lead at Federal ESF-11



SETUP OF PPP AND REGISTRATION PROCESS

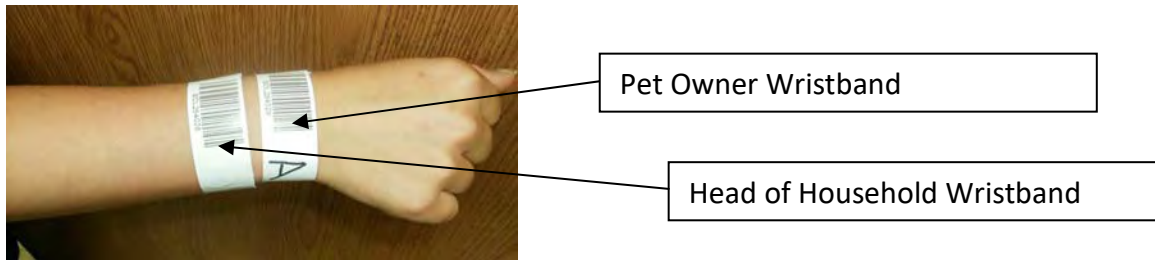


Registration

1. Designate Animal Evacuation Team Leader, registration team, loading team, and floater. The scribe or AETL should acquire the bar-coded wristbands from the parish OEP representative (if bar-coded bands are being used).
2. Designate Registration and Banding areas far enough from transport vehicle to decrease congestion.
3. Set up sun/rain protection, chairs, table and flow pattern with signs:
 - a. Registration
 - b. Secure banding area
 - c. Loading
4. Begin registering people as they arrive
 - a. Get driver license or state ID card
 - b. Scribe gets required information from owner and writes it on TR Form
 - c. *Scribe enters Unique Animal ID number on a TabBand collar for each animal, on a wristband for the owner, and on a TR Form (up to three animals per form).
 - If bar-coded pet owner wristbands are available, such as those used in the DSS Computer Registration System, this number, followed by the letter "A", is the Animal ID number. If there are multiple pets, each is assigned the same barcode number followed by sequential letters "B,C, D, etc."
 - If microchips are available and barcodes are not, the microchip number is the Animal ID number.
 - If bar-coded wristbands and microchips are not available, the animal registration team will assign the Animal ID number using this pattern of



letters and numbers: The first element will be the owner's (Head of Household) initials, first and last. The second component will be the owner's driver license or state ID number. The third part will be a letter signifying the individual animal. For example, Mr. and Mrs. Peter Thibodeaux arrive to be evacuated with two dogs and one cat, and Mr. Thibodeaux's (Head of Household) driver license number is 7864321. Their pets' Animal ID numbers will be PT7864321A, PT7864321B, and PT7864321C.



Banding

1. Scribe gives TabBand collar to owner to be placed on pet in banding area
2. Owner moves to secure banding area and gets help placing band on animal. At this point, the animal is scanned for existing microchip.
3. If microchips are available and the pet does not have one, the pet will be microchipped. Scribe is notified of microchip number from previously existing one or from the chip implanted at that time so it can be entered onto the TR Form.
4. Owner loads pet into transport kennel with assistance from banding team if needed. Only experienced animal handlers should be in the banding cage, and should refrain from handling the animal unless absolutely necessary
5. After the owner leaves the banding cage, the scribe places a pet owner wristband (bar-coded if available) with the pet's Unique Animal ID number around the owner's wrist, and gives them the top (original) copy of the TR form. The owner is informed that the wristband and their copy of the TR form are needed to reclaim their pet at the receiving



Banding Cage with Top- Secure area for placing ID on pets and pets into kennel for transport

shelter. Owner is then directed to the human registration area and told to show their pet owner wristband so at animal information can be included on human registration forms.

6. Animal crate is brought to loading area by the loading team

Loading Protocol

1. Position truck in best possible location for shade/protection from weather
2. Ensure that trailer bed is cooled to about 70° F and refrigerator unit is functioning well.
3. Remove all crates from the truck.
4. Place those crates in the loading area, shaded if possible, so animals can be loaded into them.
5. The AETL should have a “map” (see loading plan diagram) of the best possible loading pattern and manner to secure the cages when the load is ready to leave. Be sure that the supplies for fastening and stabilizing the crates are present. Crates should be stacked no more than 2-high.
6. *Loadmaster records each animal’s information on the truck manifest as it is loaded and places the pet’s Unique Animal ID number on duct tape and then on its’ crate as shown in the diagram below.



The Pet’s Unique Animal ID Number is written on the duct tape using a waterproof marker such as a sharpie pen.

7. Load crates with animals in them at the front of the truck, moving from side to side. Secure the crates. See suggested diagram and flow pattern at the end of this SOG.

- a. Keep at-risk animals off truck in a safe area and load them last unless the truck is climate-controlled. If the truck is the most comfortable place for the animal, that is where it should be placed.
- b. An AC Heat Stress Monitor may be present to assist in deciding the best situation for the animals. They have tools to measure heat, humidity, heat index, and can monitor the animals for signs of heat stress. They will inform the AETL of any potential problems
- c. Animals at risk for heat-related problems include long haired animals, older animals, brachycephalics (short muzzled) dogs (ex. Pugs, Bull Dogs) or cats (ex. Persians)
- d. Signs of Heat Stress: Excessive, rapid panting, redness to gums, glassy look to animal's eyes
- e. Dangers of Heat Stress: Cardiac failure, kidney failure, death



Before Truck Leaves

Cargo must be checked prior to departure to ensure all cage doors are securely closed and the crates are secured in the truck. This should be done by the Loadmaster.

1. Loadmaster makes sure all crates are secured and all crate doors are securely shut.
2. USDA AC team member or AETL will check all animals for any signs of heat stress or other risk factors and take appropriate steps for that animal.
3. Loadmaster makes sure the driver knows destination and has contact information.
4. Loadmaster makes sure driver has completed manifest form and has his copies of the TR form for each animal on the transport.
5. Place ice cubes or water in water containers in crates.
6. Shut door and be sure that ventilation is adequate.
7. The Loadmaster will call the State ESF-11 ICC and the receiving Shelter Manager to inform them of the departure time, number of animals and intended destination.

Final Check of Transport Protocol

AETL must verify that truck driver knows how to ventilate the truck.

1. Driver must stop every two hours, open door fully and allow 30 minutes of air circulation.
2. Each animal should be observed for signs of distress and cooling measures taken immediately.
3. The ESF-11 must be contacted to inform them of an animal potentially in distress so action can be taken (for example, a veterinarian nearby can take animal and treat it).



PROTOCOL FOR PARISHES USING STATE CTN SHELTERING SYSTEM

Concept

A bar-coded wristband, available to parishes from DSS, is used to designate each pet's unique animal ID number. This unique ID number is written on the Transportation Registration Form and the pet's tab-band collar. The bar-coded wristband is taped to the transport carrier so it can be scanned when the pet arrives at the receiving shelter.

Scribe duties

1. Requests a state driver's license or state ID card from the pet owner and verifies that the information is correct.
2. Assigns a bar-coded wristband to the pet and writes owner and pet information on Transportation Registration form, writes Unique Animal Identification Number on tab- band collar for pet and on Transportation Registration Form.
3. Directs owner to secure banding area to put tab-band collar around pet's neck (may need assistance)
4. Hands bar-coded wristband and truck driver's copy of TR Form to the loading team
5. After owner exits the banding cage, the scribe gives them their copy of the TR form and explains that this form will be used to reclaim their pet at the receiving shelter
6. Directs the owner to human registration and asks them to notify human registration that they are a pet owner so the animal identification information can be entered on their family registration form
7. Monitors for safe animal handling

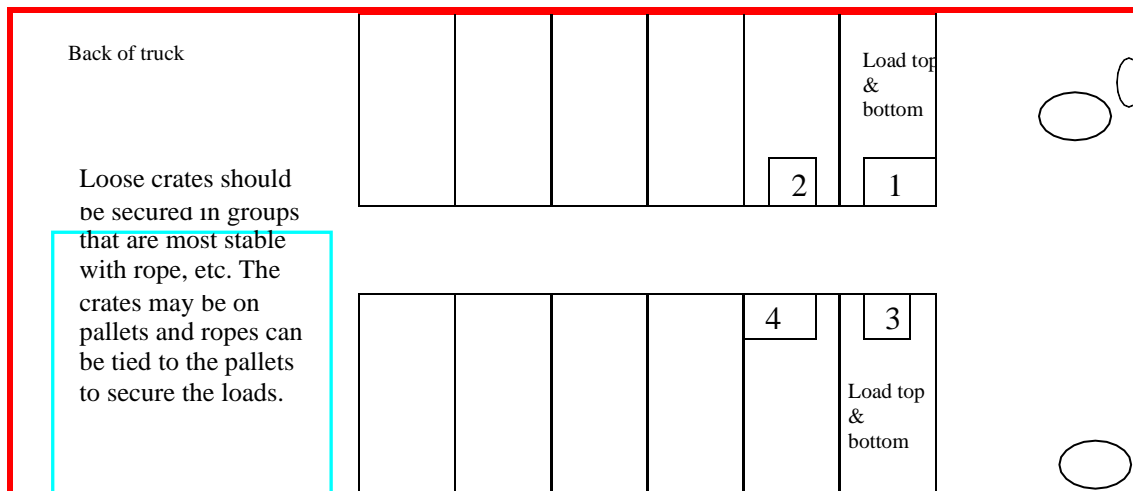
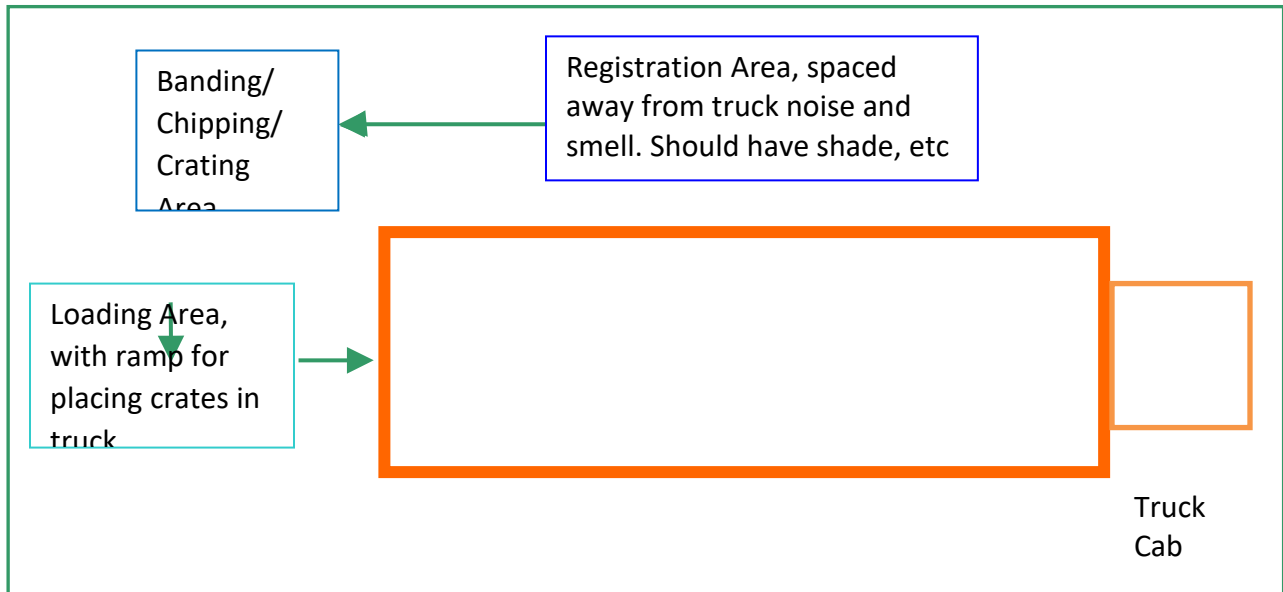
Loading team duties

1. Fills out truck manifest, signs over to driver
2. Receives TR forms from scribe and collects for transport with truck driver to receiving shelter
3. Places a strip of duct tape on the transom over the door of the transport kennel
4. Secures the bar-coded wristband bearing the pet's Unique Animal ID Number on the duct tape with a strip of waterproof clear packing tape
5. Verifies that all crate doors are secure as pets are loaded
6. Ensures that no exotic pets are put on refrigerated trucks
7. Ensures that every pet in truck is listed on truck manifest
8. Informs driver that they must stop every 2 hours and ventilate for 30 minutes
9. Signs the truck manifest verifying that truck is loaded and checked
10. Leaves contact info on truck manifest so loadmaster can be contacted if questions arise.
11. Calls Shelter Manager at receiving shelter to notify them that truck has left PPP

Registration Guidelines

1. Designate Animal Evacuation Team Leader, registration team, loading team, and floater. The scribe or AETL should acquire the bar-coded wristbands from the parish OEP representative.
2. Registration process
 - a. Obtain driver license or state ID card from Head of Household
 - b. Assign a bar-coded wristband to each pet. This number will be the pet's Unique Animal ID Number.
 - c. Fill out Transportation Registration Form with required owner and animal information, including Unique Animal ID Number
 - d. Write Unique Animal ID number on a TabBand collar for each animal with a sharpie marker
 - i. Scribe gives TabBand collar to owner for placement on pet in banding area.
 - e. Scribe hands over bar-coded wristband and truck driver's copy of TR Form to the loadmaster
3. Banding Process
 - a. Owner moves to secure banding area and gets help placing TabBand collar on animal. At this point, the animal is scanned for existing microchip. If microchips are available and the pet does not have one, the pet will be microchipped. Scribe is notified of microchip number from previously existing one or from the chip implanted at that time so it can be entered onto the TR Form.
 - b. Owner loads pet into transport kennel with assistance from banding team if needed. Only experienced animal handlers should be in the banding cage, and should refrain from handling the animal unless absolutely necessary.
 - c. After the owner leaves the banding cage, scribe gives them the top (original) copy of the TR form. The owner is informed that their copy of the TR form is needed to reclaim their pet at the receiving shelter. Owner is then directed to the human registration area and told to show their TR form so that animal information can be included on human registration forms.
4. Loading Process
 - a. Animal crate is brought to loading area. A strip of duct tape is placed on the transom over the kennel door. The bar-coded wristband bearing the pet's Unique Animal ID Number is placed on the duct tape and secured with a strip of waterproof clear packing tape. This bar-code will be scanned at the receiving shelter to verify shipment.
 - b. Loadmaster records animal information on truck manifest and places the TR Form in a notebook or packet to be sent with truck driver to receiving shelter.
 - c. Crates are loaded and secured on the truck.

SUGGESTED FLOW PATTERN



SIGNAGE FOR PARISH PICKUP POINTS

Following are a list of signs that are helpful for traffic flow. In an actual evacuation, these signs posted in conspicuous places will decrease confusion for the evacuees and decrease the amount of time for the workers to direct the evacuees.

**You are
responsible for
maintaining
control of your
pet at all times.**

REGISTRATION AREA

**PLEASE MAINTAIN
CONTROL OF YOUR
PET**

BANDING AREA

**PLEASE MAINTAIN
CONTROL OF YOUR
PET**

**ASK FOR HELP IF
NEEDED**

EXIT REGISTRATION AREA

**PLEASE OFFER YOUR
DOG WATER AND
MAINTAIN CONTROL
OF YOUR PET**

**LOADING
AREA**

**PLEASE OFFER
WATER**

DOG WALK AREA

**PLEASE CLEAN UP
AFTER YOUR PET**

**PLEASE MAINTAIN
CONTROL OF YOUR
PET**

REPORT ALL BITES

to

**Animal Control Officer or
Animal Evacuation Team
Leader**

or

**Any person assisting in
evacuation**

SECTION TWO

PET EMERGENCY SHELTERING

This section covers guidelines for setting up and operating a temporary pet emergency shelter in a community. This protocol was designed to assist with the sheltering of household pets belonging to Louisiana residents, recognizing that not all shelters can be co- located or pet-friendly.

It should be understood that there are two basic categories of pet emergency shelters in Louisiana. State ESF-11 operates shelters specifically for pets of owners without means of private evacuation transportation. In Louisiana, these residents are designated as Critical Transportation Needs (CTN) population, and the shelters are designated as CTN shelters.

Parishes and non-profit organizations, through the local ESF-11 function, operate pet shelters for self-evacuators. These Self-Evacuator Pet Shelters are usually located adjacent to Red Cross shelters.

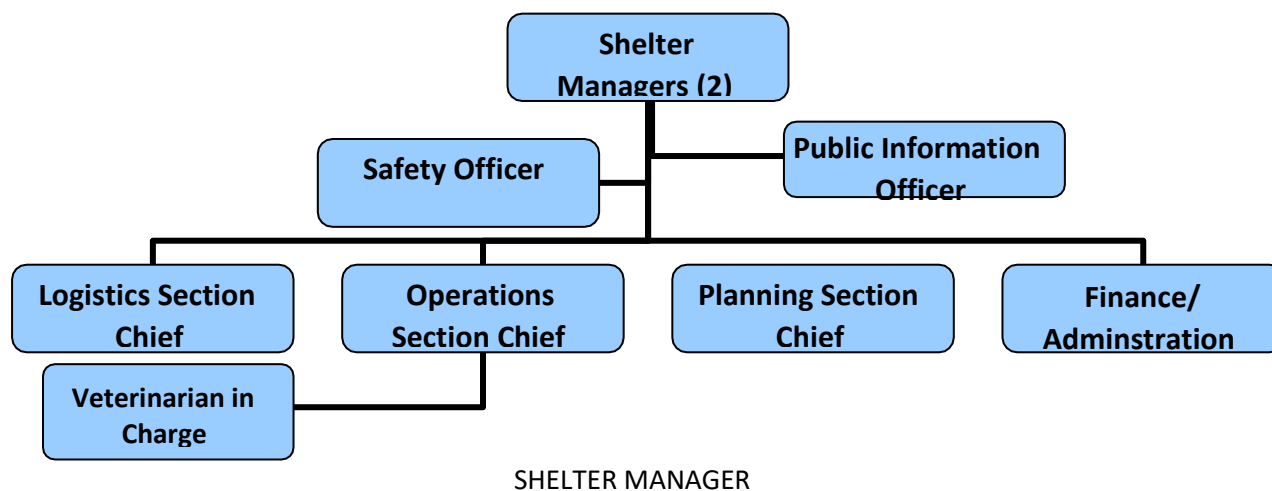
The goal of this manual is to provide the user with a standardized guideline for safe and efficient household pet shelter operation, while guaranteeing that all pets are properly identified, registered and linked to their owners, thus ensuring that they can be reunited if separated. Shelter operators are encouraged to make every effort to prevent separation of pets from their owners and preserve the strength of the human-animal bond.

SHELTER COMMAND STRUCTURE AND DESCRIPTIONS

Who is in charge of the emergency evacuation shelter?

Shelters will be operated following the National Incident Management System Incident Command System (NIMS ICS) design. Because there is no national standardized system for definition of pet shelter teams, there may be some deviation from ICS title designations in describing shelter personnel. Regardless, it is understood that there is a strictly defined chain of command within the shelter structure.

Ultimately, the local animal emergency coordinator (usually the Animal Control Officer) will direct and control all activities in their jurisdiction related to animal protection and control during an emergency. The Louisiana State Animal Response Team (LSART) works to support parish ESF-11 officials in operating Self-Evacuator Shelters. The Louisiana Department of Agriculture & Forestry (LDAF), Office of Animal Health Services operates state CTN Shelters. The Louisiana State Veterinarian and the USDA APHIS Area Veterinarian in Charge are co-incident commanders for any animal issues at the state level under Emergency Support Function (ESF)-11. Other organizations such as humane societies and other related groups may assist with the organization of the emergency evacuation shelter if requested and credentialed by the state or the parish

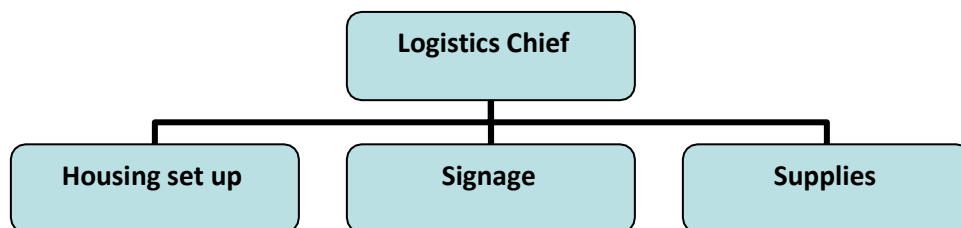
SHELTER MANAGEMENT TEAM

Each shelter will attempt to have two people sharing this role. It is suggested that one will be the District LSART Representative or the designated LDAF employee and the other will be the local Animal Control Officer or their designated deputy. The Shelter Manager reports to the ESF-11 Operations Chief at the Incident Command Center. They oversee the Shelter Management Team.

The Shelter Manager is responsible for overall shelter opening, operations and closure:

1. Submits Situation Reports nightly to EOC and LSART. See attached Situation Report (SitRep) and where to send it
2. During intake, supervises unloading and designates which Shelter Unit receives self-evacuators or parish-assisted pet evacuees
3. Ensures that all animals receive proper and timely care
4. Communicates with ESF-11 Incident Command Center, EOC, and LSART
5. Directs closure of shelter and return transport of pets

SHELTER LOGISTICS CHIEF

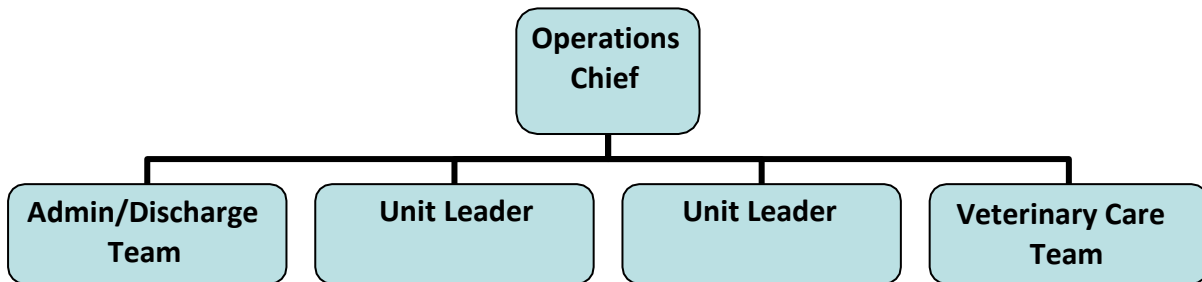


The Shelter Logistics Chief coordinates with the Logistics Chief in the ESF-11 Incident Command Center and reports to the Shelter Manager. The Logistics Chief is responsible for overall logistical support of household pet-friendly shelter component.

1. Set up perimeter security fencing
2. Set up signage and registration location at designated shelter
3. Designate separate areas for pet living quarters
4. Designate dog walk areas and cat exercise areas
5. Evaluate building facilities and report conditions
6. Inventory supplies and report on needs and surplus
7. Set up fans, trash cans, and other necessary supplies
8. Stage additional support supplies including disinfectant, refrigerators, first aid, and any other needed supplies communicated from the Operations Chief

9. Assist in setting up veterinary care, quarantine and “cat chill area” area if needed.
 - a. Need will be determined by the shelter veterinarian in charge
 - b. Suggested areas include incoming triage, hospital and general hospital care area.

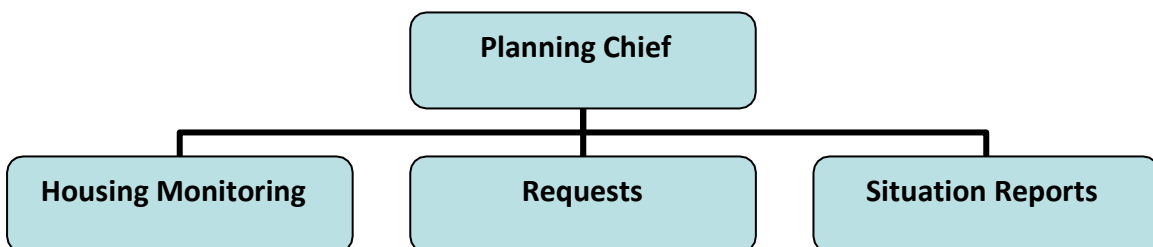
SHELTER OPERATIONS



The Operations Chief is responsible for overall operations of the shelter.

1. Monitors the daily operations of each pet unit in the facility and supervises Unit Leaders
2. Monitors the daily operation of the hospital and supervises Veterinary Care Team Leader
3. Works with Shelter Manager and supervises Load Master in offloading and placement of animals in the shelter as they arrive on transport vehicles
4. Works with Shelter Manager and oversees closure of shelter, and supervises Load Master in loading and placement of animals on transport vehicles as they depart on transport vehicles
5. Reports daily to the Shelter Manager

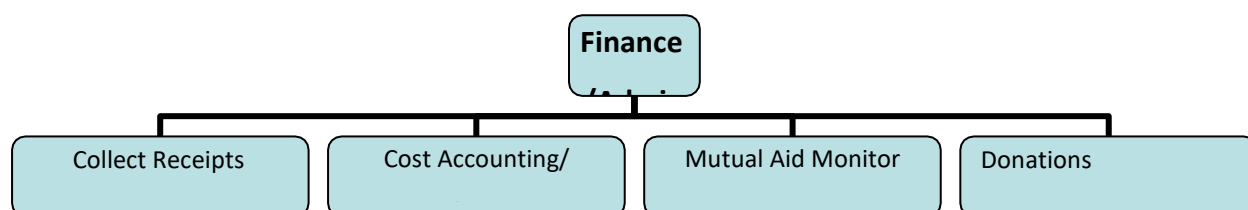
SHELTER PLANNING



The planning chief is responsible for daily planning and reporting activities at the shelter.

1. Work with Shelter Operations and Shelter Logistics to develop Incident Action Plans for next operational period. (24 hours) (See attachment)
2. Receive Unit SitRep from each unit
3. Assist the Shelter Manager with developing Shelter Situation Reports (SitRep) to be sent to the Emergency Operations Center (EOC) and LSART Regional Coordinator desk nightly
4. Animal census will be taken every morning by 7:00 a.m. The census shall be recorded on the SitRep and the report sent in that evening. It is understood that the census on the report is taken by 7:00 a.m. even though the report is sent that evening

SHELTER FINANCE/ADMINISTRATION



Responsible for monitoring and documenting costs and mutual aid response.

1. Monitor requests for cost implications
2. Monitor volunteer hours, meals and billeting (see attached volunteer time sheets)
3. Maintain cost accounting for supplies and other materials procured before, during, and after the event
1. Monitor damages for storm related, evacuee related, and cat/dog/owner related events
2. Submit financial summary to Shelter Manager on scheduled frequency
3. Set up and monitor donations reception areas
 - a. Monetary donations
 - b. Donations of goods
 - c. Document and acknowledge donations
 - i. Receipts
 - ii. Thank you notes
 - iii. Inventory of goods

PUBLIC INFORMATION OFFICER

The Public Information Officer is responsible directing all communications to the public and media from the shelter management team

1. Communicating with Unit Heads to insure that all team members have current information regarding planning and operations
2. Communicating with the ESF-11 PIO at ICC, JIC to coordinate internal and public messaging
3. Coordinating messaging from all NGO groups operating within the shelter and monitoring NGO public messaging to insure that it is accurate and consistent with shelter messaging
4. Providing information to pet owners and human shelter workers as conditions change

SAFETY OFFICER

The Safety Officer must insure the safety of all animals and all people at the shelter

1. Strictly enforce a no-smoking policy within the facility
2. Identify, designate and prominently mark all fire exits, first aid stations for humans and pets, hazardous paths, water stations, rest rooms, handicap accessible areas and other potential risk areas within the facility
3. Monitor safety of animal holding areas – electrical, water, fire, structural, kennel placement, security
4. Monitor safety of all public areas – slippery paths, unlit areas, uneven footing, hazardous equipment or objects such as loose boards, protruding metal or nails
5. Encourage safe handling practices for animals and require reporting of all bites, scratches and other injuries. Log all injuries and report animal bites to parish authorities
6. Encourage shelter workers to maintain proper hydration, food intake and rest. Make sure that adequate supplies of drinking water are available at all times.
7. Request inspection of facility from local fire department to make sure code requirements are met

SHELTER VETERINARIAN IN CHARGE

The Veterinarian in Charge reports to the Operations Chief and communicates with other management staff as needed. He/she supervises the Veterinary Care Team in the shelter.

1. Sets up the triage area, hospital ward, isolation unit and critical/special care units in the shelter.
2. Supervises veterinarians and veterinary technicians at the shelter.
3. Schedules hours for vaccination clinics, hospital, and veterinary checks of units.
4. Schedules volunteer veterinarians to work and documents hours worked.
5. Maintains inventory of all pharmaceuticals, supplies and materials used for veterinary care
6. Makes sure accurate records are kept of all veterinary care given
7. Triage any emergencies and decides when a patient should be referred to a tertiary care facility

SHELTER LOADMASTER

The Shelter Loadmaster reports to the Operations Chief. The loadmaster at the evacuation shelter is responsible for:

Verifying receipt of animals:

1. Verifies that each pet on the Truck Manifest is received at the shelter.
2. Verifies that each pet on the Truck Manifest has a corresponding transportation request form
3. Contacts Shelter Manager and Parish loadmaster to resolve any discrepancies.
4. Dictates the speed of offloading.
5. Signs the truck manifest to acknowledge receipt of the pets

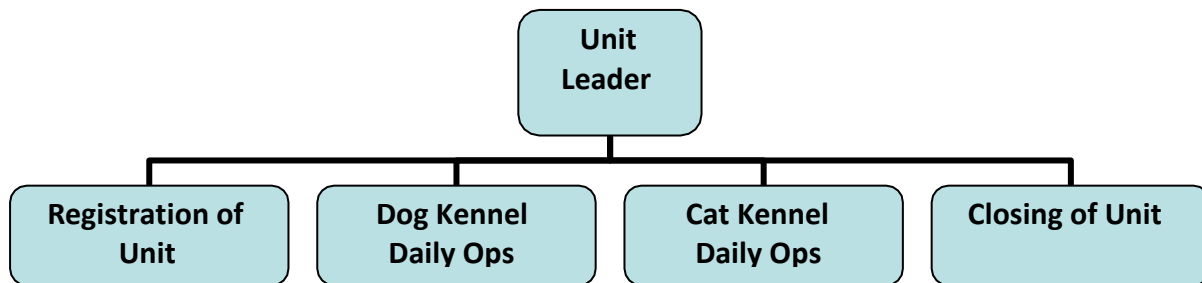
Verifying safety and accuracy of the loading process during home

transport:

1. Fills out truck manifest
2. Places Unique Animal Identification Number on each crate with duct tape
3. Verifies that all crate doors are secure as pets are loaded

4. Ensures that no exotic pets are put on refrigerated trucks
5. Ensures that every pet in truck is listed on truck manifest and has a TR Form
6. Makes sure driver is aware that they must stop every 2 hours and ventilate for 30 mins.
7. Signs the truck manifest to verify that truck is loaded and checked
8. Leaves contact info on truck manifest so loadmaster can be contacted if questions arise
9. Calls loadmaster at receiving PPP to notify them that truck has left shelter

ANIMAL UNIT LEADER



The Animal Unit Leader oversees registration and operation of up to a 500 Animal Unit. This role will usually be filled as part of a Sheltering Team from a local or national humane organization. Each Unit Leader should be at or near their Unit Registration Table at all times.

1. Oversees construction of cages for up to a 500 Animal Unit. The cage must have an empty page protector attached to the cage with a zip tie. A color-coded card will be placed by the Unit Leader to identify the cage location within the Animal Unit and shelter.
2. Manages shelter team or volunteers, ensuring that animals are handled only by their owners or a designated person. Response shelters (post-storm shelters that are set up to receive rescued animals and generally do not have an owner present) may need additional shelter workers to manage the un-owned animals
3. Documents animal injuries and reports human injuries to the correct channels (see bite protocol attachment).

4. Submits Unit Situation Report to Shelter Operations Chief daily. Each group of up to 500 animals will have a Unit SitRep submitted to the Ops Chief. An animal census will be taken every morning by 7:00 am. The SitRep will include the inventory of animals, supplies, needs, and any incidents
5. Registers evacuees and their pet using associated forms. (See attached Admission/Discharge Sheet)
6. Issues a Failure to Comply (See Failure to Comply form attachment) reprimand if an owner does not properly care for their animal. Shelter teams are responsible for ensuring pet owners take care of their pets. If an owner has not walked, cleaned, fed, & watered their pet before 10:30 a.m. and 6:00 p.m., the shelter worker will notify the Unit Leader and the Unit Leader will designate a shelter worker to care for the pet. The Daily Animal Care sheet shall be signed by the shelter worker in red to signify that the shelter worker cared for the pet and not the owner. The information will also be written in the medical notes section on the back of the Admin/Discharge sheet and will include the date and time and the name of the shelter worker who cared for that animal.
7. Designates when shelter workers may handle animals. Unless there is a problem the owner will handle their own pet.
8. Full authority to evict a shelter worker for not cooperating and following rules.
9. Decides what action to take if an animal is in distress

SHELTERING TEAM VOLUNTEERS

To be a credentialed shelter worker in the pet evacuation shelters, volunteers will be expected to meet some basic requirements. The care and health of the evacuated pets is dependent on the cooperation and helpfulness of shelter workers with the owners and with the command structure. This list of requirements must be met by all groups volunteering to work in the pet evacuation shelters.

As a group, shelter teams will:

1. Be available in 24 hours to be present on the ground in an Animal Emergency Evacuation Shelter. Each team will be assigned to a Mega-shelter or to a smaller shelter. The shelter assignment will be determined by the requesting agency. Teams will report to the Operations Chief at the assigned shelter.
2. One shelter team will consist of 10 people per group. Eight will work the day shift (6:30 am-7:00 pm) and 2 will work the night shift (6:30 pm-7:00 am). During the intake and discharge procedures, all 10 must be available to assist in processing identification and organizing the pet owners. The entire group should be familiar with the paperwork so they can help complete it and file it properly.

3. Be prepared to camp on the grounds. Bring recommended supplies for at least 3 days of self-sufficiency. It is not guaranteed that you will have access to Red Cross shelters or FEMA shelters.
4. Be prepared to stay for 2 weeks. The entire evacuation and transportation phases should only last about 3-4 days. The shelter phase is dependent upon the amount of damage sustained from the hurricane winds and water. The Shelter Manager will communicate the situation on a daily basis.
5. Each group shall designate a Unit Leader who is responsible for all decisions in that Animal Unit (or entire shelter if it is a smaller shelter). This person will report to the Shelter Operations Chief.
6. Each group will designate a Unit Logistics person in charge of acquiring all needed items for their group and their animal unit. They will communicate their needs to their Shelter Logistics Chief and this information will be part of their daily Unit SitRep.
7. Each group will designate an Admin /Finance person to keep track of volunteer information, hours and meals. This information will go on the daily Unit SitRep.
8. Each group will designate a Planning person to submit daily Unit Situation Reports and help plan the next 24 hours. The Unit SitRep will go to the Shelter Planning Chief. Their information will come from the daily briefings by the Shelter Manager and from the reports of activities within their Animal Unit.

As credentialed volunteers, shelter teams must remember and follow the goals of the pet evacuation shelters:

The goals of the pet evacuation shelter are to:

- 1) Provide a safe place for people to care for their pets while staying at the human shelter nearby
- 2) Dramatically reduce the number of bites associated with sheltering animals by sheltering them near their owners. To accomplish this, owners should be the only one handling their pets. The only time shelter workers are allowed to handle pets is with the consent of their Unit Leader.
- 3) Prevent the separation of animal from owner. Realize when a pet bites someone, that pet has to be quarantined at a veterinary hospital or animal control facility for 10 days. Preventing animal bites is of the utmost importance.
- 4) Resist judgmental attitudes about each person's level of caring for their pet. This is a good opportunity for friendly education. Always remember that this is an abnormal situation for the evacuees and you are there to help, not make changes.

Intake Duties

The intake process begins when the pets arrive at the shelter. At self-evacuator shelters, owners will have personal transportation and they will arrive with their pets in their vehicles. In Critical Transportation Needs (CTN) shelters, pets may arrive on pet transport or with their owners on buses. At CTN shelters, pets and owners will have pre-registered at the Parish Pickup Point (PPP), where some information on pet ownership and address will have been recorded, and a Unique Animal Identification Number will have been assigned to each pet.

Offloading Pet Trucks (CTN Shelters)

1. The Loadmaster at the receiving CTN shelter is responsible for verifying that all of the animals loaded at the parish are received at the shelter. Each pet on the truck manifest should be verified as being received at the shelter. Each transport crate should be identified with the animal's Animal ID# prominently written on duct tape over the kennel door. For each pet on the truck manifest a corresponding transportation request form should be attached. The shelter loadmaster dictates the speed of offloading. If there are any discrepancies in the manifest, the shelter manager and parish loadmaster should be contacted and the discrepancy resolved. If discrepancies cannot be resolved, State ESF- 11 ICC should be notified. Care should be taken to verify each pet as being received before signing the truck manifest.
2. Every pet in the shelter must have a unique animal identification number. In most cases, the Animal ID number will have been assigned at the PPP to each pet arriving at CTN shelters via pet transport. This Animal ID number from the evacuating parish will be used to link the pet and owner and should be used on the pet's Tab-band collar, the pet owner wristband, admission/discharge forms and animal care sheets. *Note: The ID number may be written on the transport kennel. Do not assume that the pet in the kennel matches the ID number on the kennel. Make sure the animal is identified and listed on the manifest.
3. If the shipping parish used a computerized registration system, the head of household will have a pet owner wristband bearing a barcode followed by a letter assigned to each pet in the family (i.e. SOL 123456-A, B, C, etc.). If computerized barcodes were not used, the unique animal ID can be a microchip number or a registration number developed by the animal evacuation team using the following pattern of letters and numbers: The first component will be the owner's (Head of Household) initials, first and last. The second element will be the owner's driver license or state ID number. The third part will be a letter signifying the individual animal. For example, if Mr. and Mrs. Peter Thibodeaux arrive at the shelter with two dogs and one cat, and Mr. Thibodeaux's (Head of Household) driver license number is 7864321. Their pets' shelter numbers will be PT7864321A, PT7864321B, and PT7864321C.
4. If the pet was shipped via state pet transport truck, the unique animal ID number will be written on the pet's tab-band neck collar, the transport crate and the owner's wristband. If

the pet traveled with the owner via bus, it may not have been registered at the PPP and should be assigned an Animal ID number at check-in. These pets may not have a tab-band collar. In this case, the shelter should assign an Animal ID using the pet registration pattern described above (owner initials-owner ID #-letter for each pet). The owner should place the tab-band neck collar with the unique animal ID number around the pet's neck. Banding should be done only in a secure area such as a banding cage (if available).

5. Arriving animals will be assigned to a unit by the Shelter Manager according to home parish. If owners are present, they will be allowed to claim their pets, register their pets, and will assist with moving their pets from the transport crate to the shelter kennel. This will be done with the assistance of the designated shelter team.
6. If owners are not present and do not arrive within 2 hours of their animal arriving, shelter teams will transfer animals from transport crates to shelter kennels under the supervision of their designated unit leader, making sure to document animal ID and kennel location on all paperwork. A file for each pet is created and placed in a binder at the designated unit check in table. A daily care sheet will be placed inside a plastic sheet protector and zip-tied to the wire kennel.
7. Once the animal has been assigned a unique animal ID number and a unit, the owner, if present, should read, fill out and sign the admission/discharge form and the shelter agreement. The owner and pet will then be escorted by a shelter team member to the pet living quarters and the pet will be assigned a numbered cage within the unit. The daily care sheet will be placed inside a plastic sheet protector and the sheet protector will be zip-tied to the wire shelter cage.
8. As animals are placed in the shelter crates, their location is entered on three forms. The first time it is entered will be onto the Truck Manifest Sheet. When the owner claims and registers their pet(s) it will be entered onto the Admission/Discharge sheet. The location information will also be entered on the Daily Animal Care sheet.



Pet Registration

1. Be familiar with the forms that will be used. Transportation Registration Forms (TRF) for each pet and a Truck Manifest Form arrive with the truckload of pets. Pet owners should have a pet owner transportation wristband and a copy of the TRF. They must read and sign a Shelter Agreement. The Admission/Discharge Form is used to record intake information. The Daily Care Sheet is attached to the pet's shelter crate and used to document all care received. Be familiar with where and how these documents will be handled. Copies of each are at the back of this manual.
2. Each animal group will be color-coded with a neckband to signify which Shelter Unit or shelter area (i.e., hospital, dangerous, special care) where they are to be housed. Shelter Units will be designated according to the color of the neckband. (Red Unit, Blue Unit, Yellow Unit). Efforts should be used to shelter all animals arriving from a parish in the same unit. (Jefferson Parish = Blue Unit; Calcasieu Parish = Yellow Unit; etc.). Units will be divided into rows alphabetically and cages will be numbered in each row. (Ex: A pet might be located in Blue Unit, Row C, and Cage 24. They would be Blue-C-24.)
3. Be familiar with the Unique Animal ID number system that should be written on the pets' tab-band collar, all paperwork, and the owner's wristband. Notify the Unit Leader if a pet does not have tab-band collar.
4. The color-coded neckband may need to be changed due to a change in location or the animal having destroyed it. For safety reasons, have the owner (if present) apply the color-coded neckband around pet's neck. This should be done in a secure area (enclosed banding cage if available).

5. Ask for proof of rabies vaccination. If owner does not have proof of rabies vaccination, advise owner that a rabies vaccination is required. Send the owner to veterinary station if it is open at intake, or take name and location of pet and inform owner they must have pet vaccinated at the veterinary unit. If the pet arrives at a CTN shelter via pet transport, note the rabies vaccination status on the care sheet. If the pet is unvaccinated and the owner unavailable, sheltering protocol requires it be vaccinated. Put the pet on a list for rabies vaccination on day 2.
6. Assign each animal a cage using the shelter location system. Ask the owner who would be the best person to be designated as the family animal caregiver. If the owner has not received a pet owner wristband from the evacuating parish, place a matching color-coded wristband on the wrist of the primary owner or the designated family caretaker. (NOTE: Do NOT remove the pet owner's transportation wristband unless specifically instructed to do so by human sheltering authorities.) Show that person how to locate their pet's kennel in the shelter. **Only one family member is allowed in the pet living quarters to take the pet out and clean the cage twice daily. No one under 18 is allowed in the pet living quarters. Other family members may interact with pet in dog walk areas. Exceptions may be made for single parent households.*
7. Explain to the owner that no one will touch their pet unless it is ill. Owners are the only ones allowed to handle pets. Shelter workers are only there to provide assistance. Show them how to fill in the Daily Care Sheet and tell them that they are responsible for completing the sheet daily. Explain to the owner that part of the shelter agreement is that they care for their animals. Any animal not receiving care will be removed by animal control. Explain to owners that pets should be cared for before 10:30 am and 6:00 pm. If for any reason an owner is unable to care for their pet, they are to notify their unit leader so that short-term alternative arrangements can be made.
8. Explain that owners are responsible for the actions of their pet. Owners are responsible for ensuring their pet does not injure anyone. This is a good opportunity to gently educate on other methods of leading, correcting, and developing a better bond with the pet. Be careful to use non-judgmental terms and phrases. (The goal is to educate, not be judgmental)
9. Attach the animal care sheet to the cage using the plastic page protector or plastic envelope and the zip tie after punching a hole in the plastic envelope.
10. Explain the hours the shelter will be open. After closing, the shelter will be off limits to all people except shelter personnel.
11. Explain to owner that the family designated animal caregiver must sign their dog in and out of shelter section with a picture ID twice per day. Cats will not be allowed out of cages. Only the family designated animal caregiver will be allowed to care for the cats.

12. Explain to owner where the dog walk area is. Suggest they walk their dog prior to putting them in a cage. Show them where plastic poop bags are located, how to use them and where garbage containers are located.
13. Explain to cat owners how to daily clean their cat's cage and litter box.
14. Escort the owner and pet to appropriate cage. Escort owner to the sign-in table for their unit and make sure they know where to sign in and out when visiting the shelter.

Daily Operations

1. Owners are required to present ID to enter and take pets out of unit. They should have on their wrist a pet owner wristband color-coded wristband that matches their assigned unit. They will be required to sign in to take their pet out of the unit. Shelter workers will verify that the person has signed the daily log with the name on their picture ID.
2. At 10:30 am and 6:30 pm, shelter workers will walk through and note on animal care sheet if pet has not received their daily care. The Unit Leader will be notified. The animal will be cared for and the animal care sheet will be signed in red by the Unit Leader. A Failure to Comply notice will be placed in the plastic envelope on the cage. A notation will be entered on the back of the admission /discharge sheet for that owner and pet, including date, time and description of which rule was not followed.
3. Shelter workers are responsible for ensuring people keep the shelter clean. They should ensure that empty trash cans with plastic liners are available for owners to throw their trash in.
4. Any loose papers should be examined for their need and placed in the correct place. Do not discard paperwork unless it is clear that it is not needed.
5. Shelter workers will be responsible for monitoring the walking and potty areas. This is best done by making sure owners are aware of the necessity of cleaning up the feces and that there are trashcans with liners available. On the first 1 or 2 days, the shelter workers will probably be teaching owners how to clean up after their pets.

Discharge

This process begins when the ESF-11 command has been notified by the parish OEP director that the situation is safe for the people to return home.



1. Ensure only family-designated animal caregiver arrives to sign out pet. They must present picture ID and have color-coded wristband.
2. Retrieve Animal Care sheet from cage to for filing with other shelter forms under owner's name.
3. Ensure owner has cleaned out cage and removed personal items from cage.
4. Have owner sign out the pet on the admission/discharge sheet.
5. Staple animal care sheet to Admission/Discharge Form and file forms in alphabetical order in discharged file.
6. Determine if person requires transportation to PPP and make sure they are in correct place and on time for their transportation. A new TR Form will be required for the return transportation cycle.
7. Assist in loading animals into transportation crates and onto transportation vehicle under supervision of the Loadmaster.

SHELTER SET-UP: STANDARD OPERATING GUIDELINES

Shelter Selection

(This section courtesy of Noah's Wish, 2006) These suggested locations should be considered when selecting a site for a temporary shelter:

Agriculture Center	These work best for livestock, but other animals can also be housed at this type of facility.
Aquarium	This is not the most adaptable facility, but an aquarium may have some areas in their facility that could accommodate a fair number of animals.
Dog Park	This is a good possibility, as the park will already have an existing perimeter fence and people in the neighboring community will be familiar with its location.
Dog Training Center	This is obviously going to be best suited for dogs but other animals can be housed here if the proper caging is used.
Existing Animal Shelter	This is, in most cases, the best possible location since the community already knows it exists. This reduces the efforts to educate the public as to where they can take their animals. If the reputation of this shelter in the community is a negative one, some people will not want to take their animal to the shelter.
Fairgrounds	This is an excellent location. It is well adapted to house almost any kind animal. The pens used to house sheep or hogs can be reinforced to house dogs. The cages used to house rabbits and poultry can be used to house cats.
Field	An empty field can be adapted to house almost any kind of animal. It is best if the field has a sturdy perimeter fence for security reasons and to prevent animals from escaping from the facility.
Golf Course	There is usually extra land connected to a golf course that could be used to set up a temporary shelter. A perimeter fence is often in place too. We just have to be careful not to use the actual golf course which might lead to damaging the grass.
Livestock Auction	An auction yard would probably not be where small animals would be housed but it can work well for livestock.

Park	This type of location works as well as an empty field. There is a greater chance though that there will be more people from the public curious about the facility and asking if they can look at the animals.
Pet Day Care Center	This type of facility may already be in use as a site for displaced animals, but if not, then it could be utilized to house primarily dogs and some cats or other small caged animals.
Race Track	These facilities are well suited for housing most types of animals.
School	There are usually grassy areas at a school that can be used, but since schools are often used as human evacuation centers, the space for animals may not be available.
Tennis Courts	Tennis courts should not be used, even though they are usually completely enclosed with a chain link fence. This is because of the wear and tear on the court surface.
Warehouse	An empty warehouse can work really well, especially if it's raining a lot while responding to the disaster. If there is no air conditioning though, the facility can be extremely hot during the summer months. In winter it can be extremely cold if there is no heat.



AREAS TO CONSIDER WHEN SELECTING A SHELTER LOCATION

Bathrooms	<p>Purpose: The area is essential for human comfort.</p> <p>Location: There may already be bathrooms within the facility or on the property, but if they are not working or none exist, port-a-johns will need to be ordered for the shelter. These should be placed in an area away from any type of food, volunteer rest or housing areas, and places where people are working.</p>
Cage Cleaning	<p>Purpose: This is the area where all portable cages are cleaned and disinfected.</p> <p>Location: This area should be close to the shelter and have access to water and a good drainage system.</p>
Command Center	<p>Purpose: This is the area where staff and coordinators manage the response to the disaster.</p> <p>Location: Secure area with no public access</p>
Communications	<p>Purpose: This is where all types of communications are coordinated. This includes telephones (cell, land line, and satellite), ham radios, two-way hand held radios, emails, faxes, and printing of information flyers.</p> <p>Location: Secure area with no public access. Electricity or generator power is required</p>
Dead Animal Holding	<p>Purpose: This is where dead animals are kept until they can be properly disposed of.</p> <p>Location: This area needs to be in a secure part of the shelter away from public view, any food areas, the shelter, triage, quarantine, and other areas where people are working.</p>
Dog Exercise and Walk Area	<p>Purpose: This is the area where dogs are walked and exercised.</p> <p>Location: This area needs to be close to the shelter but away from any area where food is kept and people will be working.</p>
Food Preparation for Animals	<p>Purpose: This is where the food is prepared for the animals in the shelter.</p> <p>Location: This area should be close to the shelter and have access to water.</p>
Animals Food Storage & Distribution	<p>Purpose: This is where all the food needed to feed animals is stored and distributed.</p> <p>Location: This area should be located near the General Information area so that the public has easy access to it.</p>
Garbage	<p>Purpose: This is where all the garbage collected from the different areas of the facility is kept until it can be picked up or taken to a proper disposal location.</p> <p>Location: This area needs to be in a secure part of the shelter away from public view, any food areas, the shelter, triage, quarantine, and other areas where people are working.</p>
General Information	<p>Purpose: This is where the public is given information to assist them in getting help for their animals. The following banners are hung in this area:</p> <ul style="list-style-type: none"> ○ Adoption Information (if needed in a Response Shelter) ○ Animal Food and Supplies ○ Animal Intake

	<ul style="list-style-type: none"> ○ Animal Reclaims (if needed in a Response Shelter) ○ Donations ○ Lost and Found Animal Information ○ Media Check-In ○ Rescue Requests ○ Veterinary Care ○ Volunteer Information ○ Language Translations <p>Location: At the entrance to the facility. Think of this as the road block that controls access to the rest of the shelter.</p>
Generator	<p>Purpose: Used to provide electricity to the shelter when power is not available.</p> <p>Location: Because generators can be noisy the generator should be set up away from areas where animals are kept and people will be working. Outdoor approved power cords are used to get electricity into the areas where it is needed.</p>
Grooming	<p>Purpose: This area is set up to bathe animals that come into the shelter.</p> <p>Location: This area should be located close to the kennel and have access to water.</p>
Human First Aid	<p>Purpose: This area is set up to take care for minor injuries affecting anyone within the shelter.</p> <p>Location: It should be in a quiet section of the shelter with access to electricity.</p>
Intake and Reclaim	<p>Purpose: This is where all animals coming into and leaving the shelter are processed.</p> <p>Location: This area should be located close to the General Information area as the public will need to be able to access it.</p>
Kennels	<p>Purpose: This is where all the evacuated animals are sheltered.</p> <p>Location: This area should be located out of public view and access needs to be closely controlled. It is important to not have people freely roaming through this area.</p>
Lost and Found Animals	<p>Purpose: This is where all information pertaining to lost and found animals is collected and where volunteers work to make matches.</p> <p>Location: This area should be located close to the General Information area as the public will need access to access it.</p>
Parking	<p>Purpose: The parking area is divided up into three areas, which include:</p> <ul style="list-style-type: none"> ○ public parking ○ volunteer parking ○ rescue vehicle parking <p>Location: The public parking area should be most conveniently located to the shelter. The volunteer parking may need to be off-site and shuttle service arranged between there and the shelter. The rescue vehicle parking needs to be in an area where the public and volunteers are not parking so that these vehicles do not get blocked in and therefore delay responding to an emergency call. This area should be clearly marked with signs and caution tape.</p>

Quarantine	<p>Purpose: This is where animals are sheltered who need to be isolated from the rest of the population for medical reason, because they have bit someone, or because they have shown aggressive behavior.</p> <p>Location: This area must be located out of public view and it is imperative that access to this area can be controlled at all times.</p>
Rescue Equipment Storage	<p>Purpose: This is the area where all the rescue equipment is kept.</p> <p>Location: This area should be in a secure part of the facility where access can be controlled</p>
Rescue Staging	<p>Purpose: This is the area where the search and rescue teams meet and are given a daily briefing and their field assignments.</p> <p>Location: This area should be located adjacent to the Rescue Equipment Storage</p>
Security	<p>Purpose: To assist in maintaining the safety of the volunteers and animals at the shelter.</p> <p>Location: There is no set area for security. The people who support this part of the operation are mobile.</p>
Staff & Volunteer Food & Rest Area	<p>Purpose: This area is set up to provide staff and volunteers with an area where they can go to eat and get some rest.</p> <p>Location: It should be a quiet section of the shelter with access to electricity and water.</p>
Staff & Volunteer Housing	<p>Purpose: This is where staff and volunteers, who are unable to return home daily, will sleep.</p> <p>Location: This area may be on or off site. If on-site it should be in the quietest part of the shelter.</p>
Supply Storage & Distribution for Animals	<p>Purpose: This is where all the supplies needed to care for animals are stored and distributed.</p> <p>Location: This area should be located near the General Information area so that the public has easy access to it.</p>
Triage	<p>Purpose: This is where the medical condition of all incoming animals is assessed and treatment is provided.</p> <p>Location: This area should be close to Intake, with no public access.</p>
Trained Volunteer Sign-In	<p>Purpose: This is where volunteers sign-in every time they come to the shelter to work.</p> <p>Location: In an area with no public access.</p>
Water Storage	<p>Purpose: This is where water for drinking and cleaning is stored.</p> <p>Location: This area should be set up so that the water is not stored in direct sunlight when the weather is hot. If stored in direct sunlight bacteria can grow in the water.</p>

Shelter Setup

Designing the shelter is part of the preparation process. Size and availability of utilities will determine the number of animals held in the shelter. In general, volunteers will arrive after the call has been made by officials to evacuate. They will assemble shelter crates, have bowls, food, potable water and cleaning supplies organized.

Items to consider and place in plan:

- A. Building – prior to use of facility, check:
 - 1. Water and power
 - 2. Adequate lighting
 - 3. Ingress and egress through all doors
 - 4. Readily available fire extinguishers (tagged within the last 12 months)
 - 5. Functionality of restrooms
 - 6. Pet truck unloading and kennel staging area (for shelters receiving pet transport trucks)
- B. Registration area:
 - 1. Locate near a strategic entry point for segregating “people” shelter from “pet” shelter.
 - 2. Triage – this is where animals and their owners register; picture will be taken with animal and owner if possible.
 - 3. Owner is wristbanded to signify authorization into pet area; only one (1) wristband per family. Only one family member is allowed into the dog or cat living quarters. That family member must be over 18 yrs of age. No one under 18 is allowed in the pet living quarters. Exceptions may be made for single-parent households
- C. Pet Housing Locations:
 - 1. Designate animal living quarters
 - a. Dog living quarters, separate quarantine area for aggressive or loud dogs.
 - b. Cat living quarters, separate quarantine area for aggressive cats.
 - 2. Designate Dog Walk Area and Cat Exercise Area
 - 3. Animals in heat or animals that show signs of aggression will be isolated from the general population of animals.
 - 4. Focus on keeping animals facing away from each other.
 - 5. Monitor for aggressiveness and relocate as necessary.

D. Volunteer Registration Desk:

1. Registration for volunteers willing to assist and support agencies and organizations with various tasks.
2. Volunteers must be qualified by education and or experience for the duties they are being requested.

E. Cleaning Operations

1. Surface areas will be disinfected and sanitized with a solution suitable for antibacterial/antiviral situations
2. Clorox clean-up wipes for hands of all involved or other appropriate hand sanitizer.
3. Trash cans to handle animal waste with liner of 3 mil thick or greater.
4. Disposable cleaning cloths (or high grade paper towels) for clean up activities.

Equipment & Supplies

There are a number of supplies and materials necessary to support an emergency evacuation pet shelter. The below list of equipment and supplies are outlined by locations.

Registration/Loading Area

Conveyor Belt (loading and offloading)	Radios (walkie-talkie)
Crate dollies	Cell Phone
Refrigerators for canned foods	Flea control products (Advantage, Frontline, Capstar)
Pens, markers, pads	Note pads
Registration and Care Forms	Duct tape
Table and chairs	Micro-chip scanner
Animal first aid kit	Human first aid kit
Digital or Polaroid Camera	Portable fans for kennel areas
Easel stands for signage	Rabies catch pole
Colored wrist bands for owners	Avery labels, plain white
Sharpie markers	Avery labels assorted colors preprinted :
Signage	(intact male, intact female, in heat, geriatric, people-aggressive, animal aggressive).

Dog Shelter Room

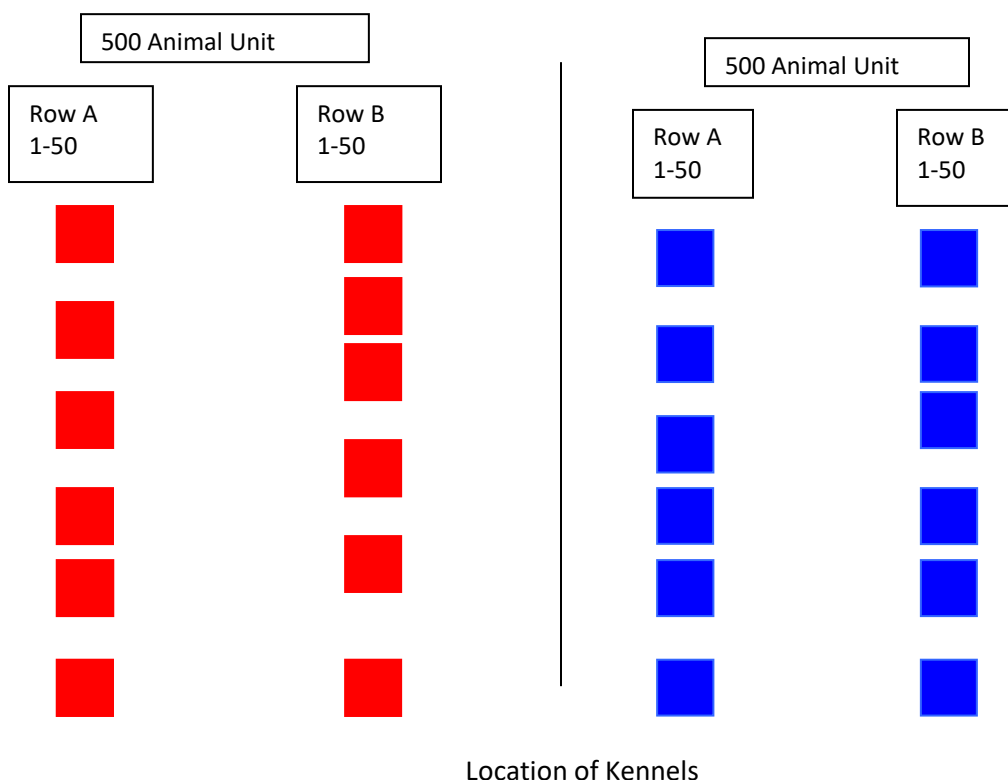
Muzzles (various sizes)	Signage
Carriers (various sizes)	Water
Can openers	Assorted foods
Spray bottles	Blankets & towels
Hand disinfectant	Disinfectant
Trash cans & trash bags	Paper towels
Heavy duty plastic bags	Food & water bowls
Mops, buckets, sponges	Poop scoops
Table and chair	Newspaper for bedding
Leashes, collars, and harnesses	ID neckbands
Quality rope	

Cat Shelter Room

Carriers (various sizes)	Leashes, collars, and harnesses
Cat litter and disposable pans	Quality rope
Can openers	Water
Signage	Assorted foods
Hand disinfectant	Blankets and towels
Spray bottles	ID neckbands
Paper towels	Food and water bowls
Heavy duty plastic bags	Disinfectant in spray bottles
Mops, buckets, sponges	Heavy gauntlets/cat gloves
Table and chair	(welder gloves are acceptable as an alternative)

Shelter Design

Designing the shelter is part of the preparation process for logistics. Size and availability of utilities will determine the number of animals held in the shelter. Crates will be configured such that each crate has a row and a numbered place in that row. If possible, animals should be housed together by parish.



1. Pet Mega-Shelters will be divided into Units of up to 500 animals. Each Unit will be consistently color-coded, and owner wristbands and pet collar ID bands will correspond with that color. (See attached color codes which match the available TabBand collars and wristbands)
2. Crates are placed in rows. (Each row may have 50 crates)
3. Each row is designated with a letter (A, B, C...)
4. Each crate is designated with a number. The location for each crate is, for example, Red A-7.

As animals are placed in the shelter crates, their location is entered on three forms. The first time it is entered will be onto the Truck Manifest Sheet. When the owner claims and registers their pet(s) it will be entered onto the Admission/Discharge sheet. The location information will also be entered on the Daily Animal Care sheet (remains on shelter crate with each animal). (See attached Daily Animal Care sheet).

SHELTER OPERATIONS OVERVIEW

Day One

At the time the evacuation phase ends, the sheltering phase begins. Owners will be instructed at the human shelters to go to the animal shelter, claim their animals and register them. Owners will present a picture ID, their Transportation Registration Form and show their pet owner transportation wristband. If the owner and pet did not receive owner wristbands and pet neckbands at the parish pick-up point, they will be given a color-coded owner wristband and color-coded animal neckband. These color codes correspond with a specific Animal Unit within the Mega-shelters or with a smaller shelter where the animal is located. If the pet was not assigned a Unique Animal Identification Number at the PPP, a Unique Animal Identification number will be assigned to the pet and noted on the pet's neckband and the owner's wristband and on the shelter paperwork. At this time, owners begin the daily care for their pets that includes feeding, walking and cleaning up after them.

In the first 6 a.m. period after shelter phase begins, a census of the animals will be taken.

Daily shelter worker hours will be approximately 6:30 a.m.-7:00 p.m. (day shift) and 6:30 p.m. to 7:00 a.m. A nightly shelter worker meeting will be held at approximately 7:00 p.m.

Day Two

On the second day of the opening of the shelter, animals will be treated for fleas with a topical or oral medication (ex.: Frontline+ or Capstar). If an owner does not have proof of rabies vaccination status, rabies vaccines will be administered. DHLPP, Bordetella (kennel cough), and FVRCP vaccines may also be available. They will be administered by the Veterinarian in Charge or his/her designee. Documentation of all treatments will be kept in the individual animal's Admission/Discharge Record (in page protector of 3-ring A/D binder) under Medical Notes.

By 7:00 a.m. a census of the animals in the shelter will be completed. This can be accomplished by the overnight shift crew.

The suggested operating hours of the shelter will be 7 a.m. to 7 p.m. Adjustments may be made by the shelter manager.

Day Three to End of Shelter Phase

Each day a census is taken by 7:00 a.m. and each unit sends a Unit SitRep to the Shelter Planning Chief. Each night a Shelter SitRep is sent to the Emergency Operations Center (ESF-11) and the LSART Regional Coordinator. Any animals not taken care of will be reported to the Operations Chief and Shelter Manager.

Unloading and Placing Pets in their Shelter Location

The Shelter Manager should receive notification from Parish Loadmaster of which truck and the number of animals will be arriving at the shelter. They will designate which Animal Unit will accept these animals and notify that Unit Leader. This will allow the unit time to prepare to receive and house these animals. Each group of animals will be segregated based on truck number, PPP, time of departure and arrival. This information will be documented on the Truck Manifest. It is important to keep in mind that working in a quiet efficient manner with a minimum of loud noises will help keep the animals from becoming more stressed.

When the transportation arrives, key people need to be present to perform tasks such as unloading, confirming identification, placing animals in their cages in the shelter, and registering owners. These people include but are not limited to:

1. Shelter Manager or their designated deputy/assistant
2. Shelter Loadmaster
3. Shelter Veterinarian in Charge
4. All Unit Leaders
5. ACO (may be the Shelter Manager)
6. USDA AC TSMT or HSMT
7. Shelter Teams (under the direction of their Unit Leader)
8. Owner (may not be present)

The Loadmaster will confirm the truck number and Parish Pick-up Point and each animal on the truck manifest and be informed of any immediate conditions to respond to. The Loadmaster will sign the log and indicate the date and arrival time, verifying that the driver completed the transportation cycle. This is necessary for the drivers to receive their payment. It is necessary for the Loadmaster to maintain order and smooth operations.

The Loadmaster will direct the unloading of the crates. All crates will be off-loaded with animals still inside the crates. The crates will be placed in an area protected from the weather until they can be transferred into a shelter cage. If the owner does not arrive within 2 hours the transfer will be done in a totally enclosed secure area (suggest chain link enclosure with a top, i.e. transfer cage). The ACO or Unit Leader will verify with the Loadmaster that each animal still has an ID neck collar. If the neckband is missing, the ACO will replace it with a new one. If the animal does not have any pet ID information, the information on this neckband will contain: truck number, PPP, time of departure (TOD) and time of arrival (TOA). The correct unique pet ID number will be placed on the neckband when the owner claims the pet. The ACO will remove these animals from their transportation crate and place the animal in designated shelter cages. The location number for that cage will be entered onto the manifest sheet. It will be added to the A/D sheet when the owner identifies it and completes the forms.

If an animal requires veterinary attention, the Unit Leader will designate someone to escort the animal (and owner, if present) to the Veterinarian in Charge.

Claiming and Registering Pets in the Shelter

The Shelter Manager will notify the Human Shelter Manager when the pet owners will be allowed into the pet shelter to claim and register their pets.

Owners will be instructed at the human shelters to go to animal shelter, claim their animals and register them. Owners will present a picture ID, their pet owner wristband and their copy of the TR form to identify the location of their pet in the shelter and get them registered.

If the owner does not have a pet owner wristband, they will receive a color-coded owner wristband and color-coded animal neckband. These color codes correspond with a specific unit where the animal is located. The neckband will have the same alphanumeric code as the one given at the PPP. At this time, owners begin the daily care for their pets, which includes feeding, walking and cleaning up after them.

Each pet in a multiple pet household should be handled separately (placed in cage before the next one is placed). The owner will be informed that the pet has a specific location in the shelter and the cages should not be moved

THE OWNER will complete shelter forms:

1. Admission/Discharge
2. Pet Owner Rules & Sheltering Agreement

These completed forms will remain in the possession of the Unit Leader and will be placed in the Admission/Discharge binder alphabetically by owner's last name.

The owner will complete the top of the Daily Animal Care sheet and the shelter worker will explain the use and importance of this sheet. The sheet will be kept on each animal's cage at all times. Owners will be required to mark on the sheet and initial each time the animal is handled (walked, fed, watered, defecated, urinated, cleaned, etc.). If the sheet becomes torn, lost, etc., it must be replaced immediately. This verifies to the shelter workers that the owner is caring for the pet. Any time a shelter worker notices that an animal is not being cared for, they will notify the Unit Leader and the animal will receive its needed care. A Failure to Comply notice will be issued to the pet's owners by placing the notice in the page protector on the animal's cage. Any time a Failure to Comply notice is issued, it will be logged under the date in the Medical notes section of the A/D sheet.

Daily Care and Maintenance at the Shelter

Feeding

Feeding will be done by the owner by 10:30 am and by 6:00 pm. The Daily Animal Care sheet for the animal will be marked to indicate if the animal ate and drank, urinated and/or defecated. If the pet is not cared for, shelter team members will care for the pet and report the lack of care to the Unit Leader and write it in the medical notes section of the A/D sheet. The Unit Leader will be responsible for contacting the owner. All attempts to contact the owner will be noted in the medical notes section of the A/D sheet. If owner neglect happens 48 hours consecutively, the pet will be removed from the shelter and placed with the local animal control. If local animal control is overwhelmed, the nearest prison will receive overflow and act in an animal control status.

Water

The animals will be offered fresh water at least daily by 10:30 am. The bowl must be cleaned and sanitized each day.

Walking/Exercise

The dogs will be walked at least 2 times each day for a minimum of 20 minutes. The shelter will have designated walking areas. Plastic bags will be available for each walker to pick up feces and put in a trash receptacle. The Daily Animal Care sheet will be marked to indicate walking time, urination, defecation (including quantity and quality).

Kennel Cleaning

Kennels will be cleaned 2 times daily before 10:30 am and 6:00 pm (minimum). If the cage needs cleaning between these times, the shelter worker must first contact the Unit Leader to remove any animal from its cage.

Aggressive Animals

Aggressive animals will be housed in an area separated from regular population within each Animal Unit population. Only trained volunteers or owners are allowed to handle them. If these animals (or any animal) are considered by the Unit Leader to be handled unsafely or in an unhealthy manner, the Unit Leader should contact the Operations Chief and corrective action will be taken. The Operations Chief and Shelter Manager will determine that action.

Fearful Animals

Only owners or trained volunteers with approval from Unit Leaders are allowed to handle fearful animals. If these animals (or any animal) are considered by the Unit Leader to be handled unsafely or in an unhealthy manner, corrective action will be taken. The Operations Chief and Shelter Manager will determine that action.

Waste Disposal

Potty area will be designated. It should be clearly marked and plastic bags and garbage cans readily available. If shavings or sawdust is used, fresh shavings and a scoop should be available. Owners are responsible for walking their dog(s), being sure they urinate and/or defecate and noting all duties, documenting it on the Daily Animal Care Sheet. Stool must be picked up with

the plastic bags and discarded in the trashcans. It is recommended that the potty area is a small area covered with a plastic sheet that has shavings covering it. For ease of use and clean up, the sheet can be folded and discarded daily or twice daily as needed.

Role of USDA APHIS Animal Care Personnel

During their daily life the APHIS Animal Care personnel educate and advise on housing and shelter, identification issues, veterinary care and transportation for animals. They will be available at the PPP and shelters in two capacities. There is a Heat Stress Monitoring Team (HSMT) that monitors for signs of heat stress in the animals. They have the ability to monitor for animals in distress based on the environmental conditions and added stress of transportation and sheltering.

The Transportation and Sheltering Team will provide advice and monitor for any potential issues to ensure a smooth transport cycle and shelter conditions. The AC personnel are not present in an official capacity to regulate the housing, care, etc. They are available to you in an advisory capacity for best practices. Please use their services as much as you can as an extra set of eyes and ears.

Their responsibility in the shelter is to walk through the shelter to determine any problems or potential problems. This will be done each morning, mid-day or mid-afternoon and evening. They will look for open food containers, improperly discarded waste, correct cage size, safety or veterinary care issues and report to the Unit Leader for that 500 Animal Unit after each observation round.

Important issues will be immediately reported. When an item needs to be addressed, they will discuss it, including reasons why this is or can be a problem and suggesting ways to improve it. The Unit Leader will determine if the owner needs to be contacted before the next feeding time or if they need immediate notification.

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SHELTER CLOSING

The Governor's Office of Homeland Security and Emergency Preparedness will determine CTN Shelter closing. When this occurs, we expect that many owners may have secured their own transportation for themselves and their pet. Self-evacuator pet shelters will close when the local Red Cross shelter closes.

In CTN shelters, on the day before the animals are scheduled for transport home, new TR forms will be issued to those needing return transportation. They will be completed overnight.

Discharge From The Shelter

This process begins when the ESF-11 command has been notified by the parish OEP director that the situation is safe for the people to return home.

The owner will indicate if they need pet transportation back to their parish or if they will provide it themselves. After verification of ownership (by presenting picture ID), the owner will sign and date the discharge portion of the Admission/Discharge Form. Transportation method (self or assisted) will be indicated on the discharge portion of the Admission/Discharge Form. The Admission/Discharge Form will be removed from the Admission binder and placed in the Discharge binder (alphabetically) for self-transporter or assisted transportation.

Owners who have their own transportation (self-transporters) may depart with their animals after completing the correct forms. The pet owner must properly check out of the shelter so the Shelter Manager can plan for proper pet transportation. Owners who require pet transportation to their home parish will operate under the **RETURN TRANSPORTATION SOG**.

Return Transportation Guidelines

A new Transportation Registration Form will be completed and loading of animals into pet trucks will be coordinated with the human shelters and state ESF-11 transportation. The Shelter Loadmaster will be responsible for assuring that all pets are safely loaded and that corresponding paperwork is in order.

At The Shelter

1. Only the family-designated animal caregiver may sign out pets. They must present picture ID and have their pet owner wristband and /or their original TR form.
2. Retrieve Daily Animal Care sheet from cage and file with other shelter forms in Discharge binder.
3. Ensure owner has cleaned out cage and removed personal items from cage.

4. Any charges incurred during the stay at the evacuation shelter should be settled at this time (veterinary charges, etc.).
5. Have owner sign out the pet on the Admission/Discharge Form.
6. Staple Daily Animal Care sheet to Admission/Discharge Form and file in alphabetical order in Discharged notebook
7. A new Transportation Registration Form will be required for the return transportation cycle for each pet traveling on pet transport. Please be sure the destination is accurate. Ask if the owner requires transportation to PPP, and make sure they are in correct place and on time for their transportation.
8. Shelter teams assist in loading animals into transport crates and on to transport vehicle.
9. Loadmaster fills out truck manifest, verifies that all crate doors are secure as pets are loaded, and ensures that no exotic pets are put on refrigerated trucks.
10. Loadmaster checks that every pet in truck is listed on truck manifest and makes sure that driver is aware he must stop every 2 hours and ventilate for 30 minutes
11. Loadmaster signs the truck manifest to signify truck is loaded and checked
12. Loadmaster should list contact info on truck manifest so driver can phone if questions arise and then call Animal Emergency Coordinator at receiving parish to notify them that truck has left shelter
13. Each receiving parish should have their Animal Emergency Coordinator (usually the ACO) present at the PPP and at the parish animal shelter to assist in the return process

At The Parish

1. At the PPP return site, an Animal Emergency Coordinator or someone designated by them will be available to assist with unloading and reuniting pets and owners
2. It will work more smoothly at the PPP return site if the same evacuation team is available for reunification.
3. There must be a Loadmaster at the PPP to verify receipt of all animals listed on the Truck Manifest.
4. Owners must show their photo ID, their TR form and their pet owner wristband to claim their pet.

5. A team of people should be available to stack crates and other supplies back into the truck immediately so it can return the supplies to the prison.
6. If the truck is returning for another load of animals, the team should clean the crates and place them back in the truck.

Appendix ESF-15-1, Public Information, Sample Hurricane Media Releases for First Responder
Use

- Preparations for a Storm In the Gulf of Mexico
- 232-HELP/Louisiana 211
- Curfew with Alcohol Ban
- Curfew without Alcohol Ban
- Debris Pick-Up
- Drive Through Point of Distribution
- Evacuation Procedures
- Mandatory Evacuation
- Recommended Evacuation
- Re-Entry

**IBERIA PARISH GOVERNMENT
PRESS RELEASE**

FROM: IBERIA PARISH PRESIDENT, M. LARRY RICHARD

RE: Hurricane Preparations

DATE:

Hurricane ____ is located in the Gulf of Mexico and Iberia Parish may be effected by this storm in the next few days. With this hurricane, our community and its residents may be subjected to the damage caused by the extremely strong winds, tornados, localized flooding and flooding from storm surge.

I encourage all resident to begin making preparations now in the event that this storm threatens our Parish.

To aid you in your preparations, we suggest that you consider the following:

- Create a family or business disaster plan. Outline what you need to take with you should you need to evacuate. Consider placing important documents in a waterproof container that can be taken with you should you need to leave quickly. Be sure to include medications and other medically necessary items for all members of your family, including your household pets. More information on preparing your family or business plan can be found at www.getagameplan.org. You may also pick up a copy of the Louisiana Emergency Preparedness Guide at the Iberia Parish Office of Homeland Security and Emergency Preparedness in the basement of the Courthouse.
- Ensure that you have made arrangements to evacuate any livestock that may be at risk. Iberia Parish Government can no longer offer shelter for these animals at the SugArena. This facility is open leaving the animals exposed to the dangers of flying debris and strong winds.
- Ensure that your fuel tank is full and remains full until the storm has passed. Fuel often becomes scarce or unavailable as a storm moves closer to the coast. Make sure that your vehicle is in good operating condition.
- If at all possible, evacuate early. Traffic becomes heavier as the storm approaches. Bring a map. You may be able to locate an alternate, less traveled route.
- Make sure to let family and friends know your destination. This will allow them to check and ensure your safety.
- Secure loose items in your yard. These can become projectiles as the winds increase.
- Secure your home. You may want to board windows and bring items from the yard indoors.
- If it becomes necessary to issue a mandatory evacuation order, Iberia Parish Government has made arrangements to shelter their residents at the City of West Monroe Convention Center. Arrangements have been made to shelter your household pets in a separate facility located on the grounds. During a mandatory evacuation, arrangements will be made to transport citizens to that facility.
- Listen to local officials and be ready to evacuate. Know the evacuation routes as well as the location of emergency shelters. Heed the advice given to you by emergency officials. Your life could depend on it. If you are told to evacuate, do so! Emergency services may not be able to reach once the sustained wind speeds reach 35 – 45 mph until the storm is over and roadways are cleared. People living in high-risk areas should never stay in their homes. Stay safe! Evacuate!
- If you choose to stay, make sure that you can be self-sufficient for a period of at least 72 hours. Have enough food and clean water to last each person for at least that time frame or longer. Stay away from walls and windows.
- Ensure that someone outside of the Parish knows what your plan entails. Make sure that you have a plan to let this person know that you are safe.

IBERIA PARISH EMERGENCY OPERATIONS PLAN

- During a hurricane, credit and other bank card use may be limited due to loss of power and other disaster-related factors. Get more cash than you think will be necessary.
- Sign up for emergency alerts. You can find links for these alerts on the Iberia Parish Government website at <http://www.iberiaparishgovernment.com/dept-911.asp#Alert>. If you do not have access to the internet, please contact the Iberia Parish Office of Homeland Security and Emergency Preparedness and ask one of the employees to add your home or cell phone number to receive these alerts. You can contact this office at (337) 369-4427.
- Access into the Parish will most likely be restricted immediately after the storm. Law enforcement will be advised to restrict access to the Parish. Please check media and social media for updates.

Iberia Parish Government is concerned for your safety. Please listen to the advice of State and local officials. Your life could depend on it.

**IBERIA PARISH GOVERNMENT
PRESS RELEASE**

FROM: M. LARRY RICHARD, IBERIA PARISH PRESIDENT

SUBJECT: 232-HELP/LOUISIANA 211

DATE:

During any emergency, the need for fast, accurate information is vital for the safety of Iberia Parish residents. Informational telephone numbers quickly become overwhelmed and frustration grows during an already stressful time.

232-HELP/Louisiana 211 is an informational service available to the residents of Iberia Parish as well as nine other Parishes in the Acadiana region. Iberia Parish Government and the municipalities have chosen to utilize this free service during times of emergency. All storm and emergency related information will be available to Iberia Parish residents and visitors by dialing 232-HELP or 211.

We encourage citizens to dial 232-HELP or 211 to obtain information on traffic, evacuation routes, and public evacuation centers as well as other storm related information. Again, this is a free call.

We want to remind citizens that 911 should be used only for life and death emergencies. At no time should you tie up these emergency lines for informational purposes.

**IBERIA PARISH GOVERNMENT
PRESS RELEASE**

FROM: M. LARRY RICHARD, IBERIA PARISH PRESIDENT

Parish President Larry Richard has issued a curfew throughout Iberia Parish beginning today, **DATE**, from 8:00 p.m. until 6:00 a.m. The curfew will remain in effect each night until otherwise notified. Any person found violating this curfew is subject to arrest and incarceration.

In addition to the curfew, Mr. Richard has suspended sales of alcoholic beverages in Iberia Parish until further notice. The alcohol ban will remain in effect, 24 hours a day, until otherwise lifted by the Parish President.

If you have any questions regarding this, please contact Iberia Parish Government at (337) 365-8246 or the Iberia Parish Office of Homeland Security and Emergency Preparedness at (337) 369-4427.

**IBERIA PARISH GOVERNMENT
PRESS RELEASE**

FROM: M. LARRY RICHARD, PARISH PRESIDENT

DATE:

Parish President Larry Richard has issued a curfew throughout Iberia Parish beginning today, DATE, from 8:00 p.m. until 6:00 a.m. The curfew will remain in effect each night until otherwise notified. Any person found violating this curfew is subject to arrest and incarceration.

If you have any questions regarding this, please contact Iberia Parish Government at (337) 365-8246 or the Iberia Parish Office of Homeland Security and Emergency Preparedness at (337) 369-4427.

**IBERIA PARISH GOVERNMENT
PRESS RELEASE**

FROM: M. LARRY RICHARD, PARISH PRESIDENT

Storm debris must be placed on the side of the road and placed in separate piles as indicated below. **Mixed items will not be picked up until separated.**

- Trees, branches and leaves
- Construction material such as shingles, wood, nails, and metal.
- White goods such as refrigerators, stoves, freezers, etc.

To ensure your safety as well as the safety of the contractors and the public, please adhere to the following safety rules:

- Do not place debris directly under power lines.
- Do not place debris in front of or near fire hydrants. Leave unobstructed access to these hydrants for the fire department.
- Do not place debris where it will obstruct the view of drivers, especially at the corners of intersecting roadways.

Contractors are responsible for disposal of debris when hired by a resident to clean the property.

The pick-up schedule for Iberia Parish is as follows:

**IBERIA PARISH GOVERNMENT
PRESS RELEASE**

FROM: M. LARRY RICHARD, PARISH PRESIDENT

Iberia Parish has suffered the effects of Hurricane _____ and supplies are limited in this area. If you have evacuated from the Parish, please consider purchasing supplies before you reach the Parish or consider delaying your return until supplies can be replenished.

For those that remained in the Parish, Iberia Parish Government has established one "Point of Distribution" to supply residents with basic supplies until local businesses can be reopened. This point of distribution will be opened from 8:00 a.m. until 3:00 p.m. and is located at:

-

Residents must have a government issued identification card with an address located in Iberia Parish to receive supplies. Only one set of supplies will be issued per address. Those attempting to receive more than one set will be turned away.

This point of distribution is issuing the following supplies ONLY:

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**IBERIA PARISH GOVERNMENT
PRESS RELEASE**

HURRICANE _____

FROM: M. Larry Richard, IBERIA PARISH PRESIDENT

DATE:

A **MANDATORY EVACUATION** has been called for all of Iberia Parish. Iberia Parish Government has made arrangements with the City of West Monroe to house Iberia Parish residents that have no place to go. These residents will be housed at the West Monroe Convention Center at 901 Ridge Avenue, West Monroe.

**IBERIA PARISH HAS NO PLANS TO OPEN A SHELTER PRIOR TO OR DURING THE STORM.
YOU MUST EVACUATE TO ENSURE YOUR SAFETY AND THE SAFETY OF YOUR FAMILY.**

Persons from Iberia Parish seeking shelter may:

- 1) Report to the West Monroe Convention Center located at 901 Ridge Avenue, West Monroe.
- 2) For residents with unreliable transportation or no transportation, the Parish will provide buses to bring you to the Parish Pickup Point at the SugArena and the West Monroe Convention Center.
 - The Parish Pickup Point for transportation to the West Monroe Convention Center is SugArena, 713 Northwest Bypass (Louisiana Highway 3212), New Iberia.
 - If you need transportation to the SugArena, the Parish has designated collection points throughout Iberia Parish. They are:
 - ✚ Fremin's Food and Furniture, 603-F West Admiral Doyle Drive, New Iberia. Buses will arrive at ____ o'clock p.m. and depart for the SugArena immediately following the loading of evacuees.
 - ✚ St. Nicholas Catholic Church, 7809 Weeks Island Road (Lydia Area,) New Iberia. Buses will arrive at ____ o'clock p.m. and depart for the SugArena immediately following the loading of evacuees.
 - ✚ Delcambre Shrimp Festival Building, 411 East Main Street, Delcambre. Buses will arrive at ____ o'clock p.m. and depart for the SugArena immediately following the loading of evacuees.
 - ✚ Sacred Heart of Jesus Catholic Church, 2514 Old Jeanerette Road, New Iberia. Buses will arrive at ____ o'clock p.m. and depart for the SugArena immediately following the loading of evacuees.
 - ✚ Francis Romero Recreation Center (Coteau Area), 6310 Coteau Road, New Iberia. Buses will arrive at ____ o'clock p.m. and depart for the SugArena immediately following the loading of evacuees.
 - ✚ Cabot Industries (Old Jeanerette Mills Building,) 810 Hubertville Road, Jeanerette. Buses will arrive at ____ o'clock p.m. and depart for the SugArena immediately following the loading of evacuees.
 - ✚ St. Joseph Catholic Church, 117 South Main St, Loreauville. Buses will arrive at ____ o'clock p.m. and depart for the SugArena immediately following the loading of evacuees.
 - ✚ St. Marcellus Catholic Church, 6100 Avery Island Road, New Iberia. Buses will arrive at ____ o'clock p.m. and depart for the SugArena immediately following the loading of evacuees.

IBERIA PARISH EMERGENCY OPERATIONS PLAN

- 3) If you are physically disabled and require assistance getting into a bus, please contact the Iberia Parish Emergency Operations Center at (337) 369-4427 at least 4 to 6 hours prior to the scheduled time buses will be departing from Sugarena.

It is imperative that you arrive at the SugArena at least two hours prior to the scheduled departure of the buses to ensure that all are evacuated and out of harm's way prior to the arrival of tropical storm force winds in the area.

Household pets AND DOGS TRAINED AS SERVICE ANIMALS are allowed in Parish-owned transportation and in a separate area of human shelters. Household pets **do not** include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses) and animals kept for racing purposes. A service animal, as defined by FEMA, is a dog or miniature horse that is individually and professionally trained to provide assistance to a person with a disability.

For those residents seeking shelter, you are reminded to bring the following:

- Government Identification
- All prescription medications, at least a 7-day supply. Also bring a list of the prescriptions taken by your entire family with information such as the name of the medication, dosage and schedule.
- Health insurance cards
- Any other medications that you may need
- Diapers, formula, food, bed or playpen, linens and any other items your child or children may need
- Personal items such as toothbrush, toothpaste, towels and washcloths, shampoo, feminine hygiene products, etc.
- Quiet toys, coloring books, puzzles, books, CD or MP3 player with extra batteries and other items to keep your child busy and calm.
- Extra clothing and bedding for all members of your family to include sleeping bags, blankets and pillows
- Flashlights and extra batteries
- Emergency funds (You should bring enough cash to support you for 3 to 7 days in the event a power failure or other unforeseen event prevents the use of ATM machines.)

In addition, if you bring a household pet with you to a shelter, bring:

- One pet carrier or crate per pet. Each pet must have their own crate. More than one animal will not be allowed per crate. If you do not have a carrier or crate, it is highly recommended that you call the Emergency Operations Center at 337-369-4427 at least 5 hours prior to evacuation procedures to reserve a Parish owned crate for your animal(s.) The Parish has a limited number of crates and they are distributed at a first come, first served basis.
- Enough food and water to last a minimum of seven days
- Food and water bowls and a manual can opener, if applicable
- Pet medications (enough to last at least two weeks) and medical records, first aid kit and records of all mandatory vaccinations. (Include current rabies tag. Failure to produce proof of required vaccinations may cause the animal to be revaccinated AT THE OWNER'S EXPENSE.) For service animals, please also bring proof of the animal's professional training.
- Pet toys and bedding. These are familiar and may reduce stress
- Halter or collars and leash. You may want to bring extras in case they are misplaced, lost or they break
- Current photos and descriptions of your pets
- It should be noted that veterinarians may or may not be on scene at a shelter. If there are any costs associated with the care and sheltering of a pet, it will be at the owner's expense.

If you have any questions or need additional information:

IBERIA PARISH EMERGENCY OPERATIONS PLAN

- Visit the Iberia Parish Office of Homeland Security and Emergency Preparedness/911 Facebook page;
- Call the Iberia Parish Office of Homeland Security and Emergency Preparedness at 337-369-4427;
- Call 232-HELP or 211.

**IBERIA PARISH GOVERNMENT
PRESS RELEASE – HURRICANE _____**

FROM: M. Larry Richard, IBERIA PARISH PRESIDENT

DATE:

The Iberia Parish coast is under a direct threat from Hurricane _____, which is now a category _____ storm. The Iberia Parish President has ordered a **mandatory** evacuation for the following areas of the Parish:

• **All of Iberia Parish South or East of U.S. Highway 90.**

- The Iberia Parish President also recommends that mobile homes, and homes and businesses in areas prone to flooding evacuate. Everyone should remember that storm surge flooding can occur long after hurricane force winds have subsided.

FAILURE TO HEED EVACUATION ORDERS IS A VIOLATION OF STATE LAW – Residents who ignore evacuation orders may find themselves isolated from transportation, law enforcement and medical assistance. Those that do not evacuate when ordered to do so are endangering their lives and the lives of their families. Shelter space has been arranged for Iberia Parish residents and transportation to that shelter can be provided for those without transportation. It should be noted that Iberia Parish has no plans to open a shelter in Iberia Parish prior to or during a storm. You will be sheltered away from Iberia Parish in a safe location.

If you choose to ignore the mandatory evacuation order, please be prepared to be self-sufficient for an extended period of time. Please ensure that your entire party has enough food and water to last three to seven days.

For those residents seeking shelter, you are reminded to bring the following:

- Government Identification
- All prescription medications, at least a 7-day supply. Also bring a list of the prescriptions taken by your entire family with information such as medication, dosage and schedule.
- Health insurance cards
- Any other medications that you may need
- Diapers, formula, food, bed or playpen, linens and any other items your child or children may need
- Personal items such as toothbrush, toothpaste, towels and washcloths, shampoo, feminine hygiene products, etc.
- Quiet toys, coloring books, puzzles, books, CD or MP3 player with extra batteries and other items to keep your child busy and calm.
- Extra clothing and bedding for all members of your family to include sleeping bags, blankets and pillows
- Flashlights and extra batteries
- Emergency funds

No weapons of any kind or intoxicating substances are allowed in any Parish provided transportation or in any shelter.

For residents with unreliable transportation or no transportation, the Parish will provide buses to bring you to the Parish Pickup Point at the SugArena and the West Monroe Convention Center.

- The Parish Pickup Point for transportation to the West Monroe Convention Center is SugArena, 713 Northwest Bypass (Louisiana Highway 3212), New Iberia.

IBERIA PARISH EMERGENCY OPERATIONS PLAN

If you have any questions or need additional information:

- Visit the Iberia Parish Office of Homeland Security and Emergency Preparedness/911 Facebook page;
- Call the Iberia Parish Office of Homeland Security and Emergency Preparedness at 337-369-4427;
- Call 232-HELP or 211.

Please stay tuned to local media for updates from the National Hurricane Center and the National Weather Service.

**IBERIA PARISH GOVERNMENT
PRESS RELEASE – HURRICANE _____**

FROM: M. Larry Richard, IBERIA PARISH PRESIDENT

DATE:

The Iberia Parish coast is under a direct threat from Hurricane _____, which is now a category _____ storm. A **recommended** evacuation has been issued for residents in the following areas of the Parish:

- **It is strongly recommended that all residents located south of U.S. Highway 90 evacuate their residence.**
- **In addition, it is recommended mobile home residents and residents in low-lying areas prone to flooding located throughout Iberia Parish evacuate.**
- **Residents should also remember that storm surge can affect vulnerable areas long after hurricane force winds have subsided. If you are in a flood prone area or an area that is listed as being under the threat of storm surge, you should evacuate to a safe location. Do not return home until the threat has been lifted.**

Residents remaining in their homes should consider that they could find themselves isolated from transportation, medical assistance and other assistance once Tropical Storm Force winds arrive.

If you have questions or need additional information, please contact the Emergency Operations Center at 337-369-4427 or dial 337-232-HELP or 211.

Please stay tuned to local media for updates from the National Hurricane Center and the National Weather Service.

**IBERIA PARISH GOVERNMENT
PRESS RELEASE**

FROM: M. LARRY RICHARD, PARISH PRESIDENT

RETURNING CITIZENS

Residents are urged to use caution when returning to hurricane-damaged homes and buildings. Please be aware that intersections where traffic signals are not working should be treated as 4-way stops.

CURFEW

A 9 p.m. to 5 a.m. curfew is still in effect for all persons except for shift work personnel and other authorized work forces only. Law enforcement will be out in full force.

EVACUEES

Evacuees that were transported to an evacuation center by Parish–provided means will not return until electrical service is restored. All other evacuees who are returning via personal vehicle are reminded to obtain supplies before entering Iberia Parish. The following are either not available or are in limited quantities:

- Prescription drugs
- Water
- Ice